



Academy of Scientific and Innovative Research

Headquarters: AcSIR, Training and Development Complex, CSIR Campus, CSIR Road, Taramani, Chennai – 600 113

Coordination Office: AcSIR, CSIR-Central Road Research Institute, CRRI P.O, Delhi-Mathura Road, New Delhi – 110025

CSIR-National Chemical Laboratory

Application Form for post of Executive Consultant

| A. Personal Information | | | | | |
|--|---|--------------------|----------------------------|---------------------|----------------------------|
| Name in full (in block letters): | | | | | Affix Recent Photograph |
| Father's Name: | | | | | |
| Nationality: | | | | | |
| Religion: | | | | | |
| Gender: | Male <input type="checkbox"/> Female <input type="checkbox"/> | | | | |
| Category: | <input type="checkbox"/> Gen <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> P <input type="checkbox"/> | | | | |
| Date of Birth (as per SSLC/ HSC/ SSC/ Matric Certificate) | Date Month <input type="text"/> Year <input type="text"/> | | | | |
| Address for Communication: | | | | | |
| | City: | | | Pin code: | |
| | State: | | | | |
| Phone with STD code/ Mobile No.: | | | | | |
| E-mail: | | | | | |
| B. Academic Information (commencing with the Matriculation or equivalent examination in chronological order) | | | | | |
| Examinations Passed | Name of the Board/ University | Year of Passing | Subject/ Specialization | Percentage/ CGPA | Class/ Division |
| | | | | | |
| | | | | | |

Name: _____

| C. Details of Postgraduate Diploma in Computer Applications | | | | | |
|---|----------------------------------|-------------------------------|------------------------------------|-------------------------|-------------------------|
| Name of the Institution/ Body | | Duration of Diploma | Year of Passing | Subject/ Specialization | |
| | | | | | |
| D. Knowledge of Computer Applications | | | | | |
| MS Excel | <input type="checkbox"/> Average | <input type="checkbox"/> Good | <input type="checkbox"/> Excellent | | |
| MS Word | <input type="checkbox"/> Average | <input type="checkbox"/> Good | <input type="checkbox"/> Excellent | | |
| MS Powerpoint | <input type="checkbox"/> Average | <input type="checkbox"/> Good | <input type="checkbox"/> Excellent | | |
| Video Calling (Skype etc.) | <input type="checkbox"/> Average | <input type="checkbox"/> Good | <input type="checkbox"/> Excellent | | |
| Please add additional skills, rate as above: | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| E. Work Experience (starting from the present employment), if any* | | | | | |
| List Name & Address of the employer | Position Held and Nature of Work | Period | | Permanent/ Temporary | Salary & Grade (annual) |
| | | From | To | | |
| | | | | | |

Please be brief, if extra space needed use **Page 4*

F. References

List two references (not relatives) having knowledge of your work performance, who might be contacted, if needed.

Bring references from the referees as under in sealed envelopes during interview.

| Name and Occupation | Address | E-mail and Phone/ Mobile |
|---------------------|---------|--------------------------|
| | | |
| | | |

DECLARATION

I _____ hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. I am aware that, if at any time I am found to have concealed/ distorted any material/ information, my engagement as Executive Consultant is liable to be summarily terminated without notice.

Date:

Place:

Signature

SPACE FOR ADDITIONAL ENTRIES
(Please mention section, to which the information pertains)

Academy of Scientific & Innovative Research

Office of the AcSIR Coordinator at CSIR-National Chemical Laboratory, Pune

RECRUITMENT TO THE POSITION OF EXECUTIVE CONSULTANT

The Academy of Scientific & Innovative Research (AcSIR) has been established by an Act of Parliament, as an Institute of National Importance, with its mission to create highest quality personnel with cross-disciplinary knowledge, aiming to provide leaders in the field of science and technology. It is not a government organization.

The main objectives of AcSIR are – dissemination of advanced knowledge in science and technology, by providing teaching and research facilities in emerging and futuristic areas of inter-disciplinary and multi-disciplinary areas; establishment of linkages with industries; collaboration with reputed universities and institutions in India and abroad; and promotion of research in science and technology having a bearing on social, economic, cultural and intellectual welfare of the people.

The AcSIR intends to fill in one position of Executive Consultant for the Office of AcSIR Coordinator at CSIR-National Chemical Laboratory, Pune, and invites applications in the prescribed form, from the candidates fulfilling the qualifications and experience, as detailed hereinafter.

The application form may be downloaded from <http://www.ncl-india.org/files/JoinUs/JobVacancies/TemporaryJobs.aspx?menuid=ql6> (link at NCL & AcSIR Website) and sent through email to coordinator1.ncl@acsir.res.in so as to reach latest by _31 July 2015_ without any attachment of certificates/testimonials. No hard copy is required to be sent separately.

The shortlisted candidates, fulfilling the eligibility criteria, will be intimated through email latest by _04 August 2015_ to appear for interview at the venue mentioned below:

Venue : **Student Academic Office, National Chemical Laboratory,**
Dr Homi Bhabha Road, Pune 411008

Date : **12 August 2015**

Time : **8.30 am**

The registration of candidates will start at _8.30 am_____ and close by _9.00am_____. Candidates reaching the venue after __9.00 am_____ will not be entertained under any circumstances.

Details of the position:

| Name of the position | No. of position | Essential Qualifications | Desirable qualifications | Consolidated emoluments |
|-----------------------------|------------------------|---|---|--|
| Executive Consultant | One | <p>MBA preferably in HR or Finance from a recognized/ reputed institute through a regular enrolment and not through correspondence.</p> <p>The basic qualification must be at least B. Tech Or Post graduation in Science</p> <ul style="list-style-type: none"> • Proficient in spoken and written English with good communication skills | <p>Two years Work experience in similar capacity or in research/policy domain.</p> <p>Good knowledge of computer applications and familiarity with office automation softwares.</p> | <p>consolidated emoluments of Rs. 30,000/- per month. Higher remuneration may be offered based on candidate's qualification, experience and performance in the selection interview</p> |

Tenure

The engagement will be purely on contractual basis and does not have any provision for regularization. The initial engagement will be for a period of one year, extendable for a further period of 2 years based on performance appraisal. On expiry of the extended period of 3 years, based on a further assessment of work done during the entire period of engagement, the engagement may be further extended up to a maximum of period of two years so that the entire engagement on contractual basis does not exceed 5 years.

Age

Not exceeding 35 years (age relaxation upto 5 years for SC/ST/Physically Disabled/Woman – Widowed/Divorced/Judicially-separated and not remarried; and upto 3 years for OBC).

Responsibilities

The Executive Consultant should possess multi-tasking skills and should be able to take up responsibilities and handle diverse activities. He/She would liaison between the Coordinator of AcSIR-NCL and students enrolled and/or registered in AcSIR. The job would include maintaining and updating relevant records of AcSIR students and assisting the Coordinator in various administrative, financial, academic matters and other duties and responsibilities as assigned by the Coordinator related to functioning of AcSIR at CSIR-NCL.

General Terms and Conditions

- No TA/DA will be payable to Candidates appearing for Interview.
- The Candidates will be required to bring **All Certificates/testimonials, in original** (Degree/Diploma Certificates, Marks Sheet, Experience Certificates, proof of age and, the Caste Certificates issued the Authorized Authorities/Bodies as per instructions issued by the Central Government, by those ST/SC/OBC and Physically Disabled Persons seeking relaxation in age) for verification and return, along with one set of self-attested photocopies of the same for verification and records of AcSIR-NCL.
- Two recent Passport size coloured photograph.
- Advertisement is no commitment.
- Canvassing in any form will be a disqualification.
- Those who do not meet the essential requirements will not be eligible to appear for Interview.