

CSIR-National Chemical Laboratory

Application Form for post of Executive Assistant

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"/> C <input type="checkbox"/> ST <input type="checkbox"/> C <input type="checkbox"/> PH <input type="checkbox"/>				
Date of Birth (as per SSLC/ HSC/ SSC/ Matric Certificate)	Date M <input type="text"/> Y <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

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 Assistant is liable to be summarily terminated without notice.

Date:

Place:

Signature

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

AcSIR
Academy of Scientific & Innovative Research
Office of the AcSIR Coordinator at CSIR-National Chemical Laboratory, Pune

RECRUITMENT TO THE POSITION OF EXECUTIVE ASSISTANT

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 two position/s of Executive Assistant 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?> (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 HomiBhabha Road, Pune 411008

Date : 12 August 2015

Time : 8.30 am

The registration of candidates will start at 8.30 am and close by 9.00 am. Candidates reaching the venue after 9.00 am will not be entertained under any circumstances.

Essential Qualifications

Graduate (B.Sc./B.A./B.Com.) or equivalent from a recognized University or statutory body with Diploma/Certificate in Computer Applications and basic typing skill from a reputed and recognized Institute/body, familiarity with Internet, e.mail, Skype, etc.

: 2 :

Proficiency in spoken and written English with good communication skills.

Experience

Minimum one year experience acquired after obtaining the minimum educational qualifications required for the post.

Emoluments

The selected candidate will draw consolidated emoluments between Rs. 14,000/- to Rs. 20,000/- p.m. depending upon the qualifications, experience and suitability subject to the recommendations of the Selection Committee. No other allowances, perks are payable over and above the consolidated emoluments mentioned above.

Tenure

The placement will be purely on contractual basis and does not have any provision for regularization. The initial appointment 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 period of 2 years so that the entire engagement on contractual basis does not exceed 5 years.

Age

Not exceeding 30 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

Multi-tasks involving maintenance of academic records of students/faculty members, putting up of files, docketing of papers, keeping office records, preparation of cash vouchers, cheques, etc., vouching of bills, maintenance of financial records, typing work, etc.

Besides above, support in office work to the NCL Coordinator and the Executive Consultants, coordination with the AcSIR Coordinators of the CSIR Laboratories, assist in preparation of documents for meetings, updating of website of AcSIR, and other related responsibilities as assigned from time to time by AcSIR functionaries.

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.
- Two recent Passport size coloured photograph.
- Number of post may vary and shall be need based. 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 the Interview.