



सी.एस.आई.आर.-केन्द्रीय औषधि अनुसंधान संस्थान, लखनऊ
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)
सेक्टर 10, जानकीपुरम विस्तार, सीतापुर रोड, लखनऊ - 226 031 (भारत)
CSIR - Central Drug Research Institute
(Council of Scientific & Industrial Research)
Sector 10, Janakipuram Extension, Sitapur Road, Lucknow - 226 031 (India)



AcSIR

Academy of Scientific & Innovative Research

Office of the AcSIR Coordinator at CSIR-Central Drug Research Institute, Lucknow

**WALK-IN-INTERVIEW FOR SELECTION
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.

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 Coordinator of AcSIR at CSIR-CDRI intends to fill up a position of Executive Assistant for the Office of AcSIR Coordinator, and invites applications in the prescribed form, from the candidates fulfilling the qualifications and experience, as detailed hereinafter.

The application form may be downloaded by the candidate from www.cdri.res.in and submitted by the applicant, duly completed and signed, along with self-attested copies of certificates/testimonials at the time of 'Walk-in Interview'.

The candidates fulfilling the requirements may appear for 'Walk-in-Interview' at the venue, date and time mentioned below:

Venue : Hall 2, Auditorium Complex, CSIR-CDRI, Lucknow
Day/Date : 13 November, 2018 (Tuesday)
Time : 10.00 AM

The registration of candidates will start at 09.00 AM and close by 10.30 AM. Candidates reaching the venue after 10.30 AM will not be entertained under any circumstances.

Details of the position:

Name of the position	No. of position	Essential Qualifications	Desirable Experience	Consolidated remuneration
Executive Assistant		<ol style="list-style-type: none">1. Graduate (B.Sc./B.A./B. Com) or equivalent from a recognized University or Statutory Body, as a regular student.2. Minimum one-year work experience acquired after obtaining the minimum educational qualifications required for the post in the relevant areas.3. Well-versed with Computational works including Word, Excel, Power point, e-communications (Email, Skype, etc.) and other relevant usage in this respect. <p>Proficient in spoken and written English with good communication skills</p>	Diploma/Certificate in Computer Applications and basic typing skill	<p>Initial Consolidated remuneration will be in the range of Rs. 15500/- to Rs. 18000/-per month depending upon the qualifications, experience and suitability, as recommended by the Selection Committee.</p> <p>No other allowances, perks are payable over and above the consolidated remuneration mentioned above.</p>

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, it 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 up to 5 years for SC/ST/Physically Disabled/Woman – Widowed/Divorced/Judicially-separated and not remarried; and up to 3 years for OBC).

Responsibilities

Multi-tasks involving maintenance of records in the areas of Academics, Student related matters, Faculty related matters, putting up of files, docketing of papers, keeping office records, preparation of cash vouchers, cheques, etc., vouching of bills, maintenance of financial records, etc.

Besides above, coordination with the AcSIR Coordinators of the CSIR Laboratories, assist in preparation of documents for meetings, and other related responsibilities as assigned from time to time by AcSIR functionaries. He/she may be assigned to support other Officers of AcSIR or other tasks of the Academy as assigned by the Director, AcSIR. The work assignments may also have to be carried out parallelly.

General Terms and Conditions

- No TA/DA will be payable to Candidates appearing for the 'Walk-in-Interview'.
- Presently, the selected candidate would be required to report at the Office of AcSIR Coordinator at CSIR-CDRI. However, the candidate may be required to serve on all India basis at any of the Centres/Units of AcSIR located in different parts of the country, as per needs or requirements of AcSIR.
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- 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.
- Canvassing in any form will be a disqualification.

Form for Walk-in-Interview for post of Executive Assistant

A. Personal Information						
Name in full (in block letters):					<i>Affix Recent Photograph</i>	
Father's Name:						
Nationality:						
Religion:						
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female					
Category:	<input type="checkbox"/> Gen <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> PH					
Date of Birth (as per SSLC/ HSC/ SSC/ Matric Certificate)	Date	Month	Year			
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. 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:

D. 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*

E. References

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

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)
