

Academy of Scientific & Innovative Research

Office of the AcSIR Coordinator at CSIR-Institute of Himalayan Bioresource Technology, Palampur, HP

WALK-IN-INTERVIEW ON**Tuesday March 22, 2016****FOR ENGAGEMENT AS 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 Coordinator of AcSIR at CSIR- IHBT invites candidates fulfilling the qualifications and experience, as detailed hereinafter, to appear for a 'Walk-in-Interview', at the venue, day/date and time mentioned below.

The application form may be downloaded by the candidate from www.ihbt.res.in (URL) and to be submitted by him/her duly completed and signed along with self-attested copies of certificates/testimonials at the time of 'Walk-in Interview'.

Venue : CSIR-IHBT

Day/Date : Tuesday/ March 22, 2016

Time : 10 AM

The registration of candidates will start at 9:15 AM and close by 9:50 AM. Candidates reaching the venue after 9:50 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	MBA preferably in HR or Finance from a recognized/ reputed institute through a regular enrolment and not through correspondence. The basic qualification must be at least B. Tech Or Post graduation in any subject. Two years Work experience in similar capacity or in research/policy domain. • Proficient in spoken and written English with good communication skills	Good knowledge of computer applications and familiarity with office automation softwares.	Consolidated emoluments within the range of Rs. 30,000/- to Rs. 60,000/- per month. Higher remuneration may be offered based on candidate's qualification, experience and performance in the selection interview

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, it 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 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

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-IHBT 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- IHBT (name of Lab/Inst.).

General Terms and Conditions

- No TA/DA will be payable to Candidates appearing for 'Walk-in-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-IHBT.
- 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 the Walk-in-Interview.

(Lab Name) _____

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 ☐ Female				
Category:	☐ Gen ☐ SC ☐ ST ☐ OBC ☐ 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. 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	☐ Average	☐ Good	☐ Excellent		
MS Word	☐ Average	☐ Good	☐ Excellent		
MS Powerpoint	☐ Average	☐ Good	☐ Excellent		
Video Calling (Skype etc.)	☐ Average	☐ Good	☐ 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.

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)
