



## भारतीय राष्ट्रीय विज्ञान अकादमी

बहादुर शाह ज़फर मार्ग, नई दिल्ली-110 002  
www.insaindia.res.in

### रिक्ति परिपत्र

भारत-यूके ऊर्जा परियोजना के अंतर्गत विशुद्ध रूप से अनुबंध आधार पर कार्यकारी सहायक (1 पद) के पद के लिए आवेदन आमंत्रित किए जाते हैं। पात्रता मानदंड, आवेदन प्रपत्र और अन्य निबंधन और शर्तों आदि का विवरण हमारी वेबसाइट: [www.insaindia.res.in](http://www.insaindia.res.in) पर उपलब्ध है।

**उप कार्यकारी निदेशक-II (वित्त एवम् प्रशासन)**



## INDIAN NATIONAL SCIENCE ACADEMY

Bahadur Shah Zafar Marg, New Delhi-110 002  
www.insaindia.res.in

### Vacancy Circular

Applications are invited for the position of Executive Assistant (1 No.) purely on contract basis in India-UK Energy Project. Details of eligibility criteria, application form and other terms and conditions etc. are available on our website: [www.insaindia.res.in](http://www.insaindia.res.in).

**Deputy Executive Director-II (F&A)**

# Indian National Science Academy

Bahadur Shah Zafar Marg, New Delhi-110002

No. AD/Contract/India-UK Energy/

Date: 12.07.2019

## Vacancy Circular

Applications are invited for the following position, purely on contract basis (co-terminus with the project) in the project “**India-UK Energy Demand Reduction in the Built Environment Programme involving India’s Department of Science & Technology (DST) and the Engineering and Physical Sciences Research Council (EPSRC) and Economic and Social Research Council (ESRC), as part of the Research Councils UK (RCUK)**” programme, hereinafter will be referred as ‘Project’, on payment of consolidated remuneration indicated below:

### **Executive Assistant – 01**

(to be stationed either at Indian National Science Academy (INSA), Bahadur Shah Zafar Marg, New Delhi-110002 or at Department of Science & Technology (DST), New Mehrauli Road, New Delhi-110016) on consolidated remuneration of Rs. 20,000.00 per month.

### **Qualifications / Eligibility:**

<b>Age Limit</b>	Not exceeding 32 Years ( as on closing date of application i.e. 29.07.2019)
<b>Educational Qualification</b>	B.E. / B.Tech or equivalent in any discipline from any recognized University or Institute

### **General Conditions**

1. Candidates must ensure their eligibility before applying. The prescribed essential qualifications and experience are minimum and mere possession of the same does not entitle any candidate to be called for Interview. In the event of number of applications being large, the Academy reserves the right to shortlist and restrict the number of candidates to be called for Interview on the basis of higher percentage of marks Or on the basis of higher educational qualifications and experience than the minimum prescribed in the advertisement Or any other method as decided by the Academy. The decision of the Academy will be final and binding on the Candidates.

2. **The position is purely contractual.** Candidate selected will be engaged on contract basis initially for one year extendable maximum upto 3 years depending upon their performance for smooth administering and managing the above mentioned fellowship programme. The engagement will automatically stand terminated if not extended and will be co-terminus with the Project. The engagement can be terminated by the Academy at any time without any reason whatsoever. The candidates selected will have no right to claim for continuation or for regular employment either with Department of Science & Technology (DST) or with Indian National Science Academy (INSA).

3. The engagement is on full time basis and the candidates engaged will be required to attend the office on all the working days, or on holidays, if required, on account of exigencies of work, for which no additional remuneration will be paid.

4. The persons engaged shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation and Medical Reimbursement etc. No TA/DA shall be admissible for attending the Interview or for joining the assignment.

5. Candidates must apply in the prescribed application form which should be downloaded from the Academy's website: [www.insaindia.res.in](http://www.insaindia.res.in). Applications received in any other format / form shall be summarily rejected and no correspondence shall be made in this regard. Candidates are also advised to visit the Academy's website: [www.insaindia.res.in](http://www.insaindia.res.in) regularly as, corrigendum, if any, will only be published on the Academy's website.

6. Alongwith the application, self-attested documents in support of age, qualifications (from matriculation onwards) and experience etc. should invariably be attached failing which, the application shall be summarily rejected.

7. The age, qualification and experience shall be reckoned as on the closing date of application i.e. 29.07.2019

8. Candidates are required to possess a valid active email ID and Mobile Number which is to be filled in the application form correctly and legibly. Intimation to shortlisted candidates for Interview will be sent through email only. The Academy will not be responsible for bouncing of any email sent to the candidates.

9. The number of positions may increase or decrease as per requirement of the Academy. The Academy reserves the right not to engage any candidate without assigning any reason whatsoever.

10. Applications received incomplete in any respect, wrongly filled-in or unsigned or without supporting self attested photocopies of educational certificates, mark sheets, age, and experience certificate (wherever applicable) or without photograph will not be entertained in any case.

11. **Selection Procedure:** Shortlisted candidates shall be called for Interview to make an assessment for selection. All communication shall be made through the email ID only given by the Candidates. Final selection will be made on the basis of performance in the Interview.

12. The envelope containing the application form must be superscribed as “**Application for engagement as Executive Assistant (on Contract Basis)**”.

13. The last date for the receipt of applications is 29.07.2019. Applications received after the last date will be summarily rejected.

Applications in the prescribed format with necessary self attested documents in support of age, qualifications, experience etc. may be sent to '**Deputy Executive Director-II (F&A), Indian National Science Academy, Bahadur Shah Zafar Marg, New Delhi-110002** so as to reach the Academy **latest by 29.07.2019 (5.00 p.m.)**.

**Dy. Executive Director-II (F&A)**



**भारतीय राष्ट्रीय विज्ञान अकादमी**  
**Indian National Science Academy**  
बहादुर शाह ज़फर मार्ग, नई दिल्ली - 110002  
Bahadur Shah Zafar Marg, New Delhi-110002

**आवेदन पत्र**  
**APPLICATION FORM**

**अनुबंध आधार पर कार्यकारी सहायक के रूप में नियुक्ति के लिए आवेदन**

**APPLICATION FOR ENGAGEMENT AS EXECUTIVE ASSISTANT ON CONTRACT BASIS**

(Name of the Project: "India-UK Energy Demand Reduction in the Built Environment Programme involving India's Department of Science & Technology (DST) and the Engineering and Physical Sciences Research Council (ESRC), a part of the Research Councils UK (RCUK)")

अभ्यर्थी इस प्रपत्र को स्वयं भरें।

सभी कॉलम उचित रूप से भरे जाएँ।

अपूर्ण आवेदन पत्र अस्वीकृत कर दिया जाएगा।

To be filled in by the candidates in his own handwriting.

All the columns should be properly filled in.

Incomplete application forms will be rejected summarily.

Affix recent signed  
Passport size  
photograph

नवीनतम हस्ताक्षरित  
पासपोर्ट आकार की  
फोटो चिपकाएँ।

1. आवेदित पद : **कार्यकारी सहायक** (अनुबंध आधार पर)

Post applied for : **EXECUTIVE ASSISTANT (ON CONTRACT BASIS)**

2. पूरा नाम/ Name in full : .....

(स्पष्ट अक्षरों में / In BLOCK LETTERS)

3. पिता / पति का नाम /Father's / Husband's Name : .....

4. (क/अ) जन्म तिथि/Date of birth : तारीख/Date महीना/Month वर्ष/Year

.....

5. आयु 29.07.2019 को/Age as on 29.07.2019 : ..... वर्ष/Years .....माह/Months .....दिन/ Days

6. श्रेणी जिससे आप संबंध रखते हैं/Category to which you belong : .....

(SC/ST/OBC/General /अनु.जाति/अनु.ज.जाति/अ.पि.वर्ग/सामान्य)

7. पता / Address: (क/अ) पत्राचार हेतु / For Correspondence: .....

.....

दूरभाष सं / Telephone No. : .....

ई-मेल / E-mail : ..... मोबाईल /Mobile: .....

वैकल्पिक ई-मेल / Alternative Email : .....

(ख/ब) गृह नगर स्थायी पता /Home Town Permanent address : .....

.....  
.....  
.....

8. शैक्षिक / व्यवसायिक अर्हताएँ (दसवीं से प्रारंभ करके) :

Educational / Professional Qualifications (Starting from Matriculation onwards):

(Please attach self attested photocopy of Mark Sheets / Certificates in support of your claim)

उत्तीर्ण परीक्षा / Exam passed	श्रेणी/ ग्रेड तथा अंकों# की प्रतिशतता / Division Grade and percentage of Marks#	वर्ष जिसमें उत्तीर्ण हुए हैं / Year of passing	डिग्री/ डिप्लोमा की अवधि / Duration of the Degree / Diploma	बोर्ड/विश्वविद्यालय / Board / University	विषय / Subjects (s)

#In case of CGPA/OGPA or Grade, Please mention equivalent percentage of marks as per University/ Institute norms. Percentage of marks not to be rounded off/ सी.जी.पी.ए./ ओ.जी.पी.ए अथवा ग्रेड के मामले में, कृपया विश्वविद्यालय/ संस्थान के मानदंडों के अनुसार समतुल्य अंकों के प्रतिशत का उल्लेख करें। अंकों के प्रतिशत को पूर्णांकित न किया जाए।

9. कृपया स्पष्ट रूप से बताएँ कि आपके द्वारा की गई उपर्युक्त प्रविष्टियों के आधार पर आप इस पद की अपेक्षाओं को पूरी करते हैं - (हाँ/नहीं)/ Please state clearly whether in the light of entries made by you above, you meet the requirement of the post - (Yes / No) :

10. रोजगार का ब्यौरा (कालक्रम में) /Details of Employment (in chronological order) :-

(Please attach self attested photocopy of relevant proof in support of your claim)

संगठन / Organization	धारित पद /Post held	स्थायी/ प्रतिनियुक्ति/ अनुबंध / Permanent/ Deputation/ Contract	वेतनमान एवं अंतिम आहरित वेतन Scale of pay & last pay drawn	निश्चित तारीख दी जाए / Exact dates to be given से / From -- तक /To	कल अवधि (वर्षों में) Total period (in years)	कार्यों की प्रकृति / Nature of duties

11. शैक्षिक अर्हता के उपरांत कुल अनुभव, वर्षों में/ Total experience in years after Educational Qualification :

12. विशेषज्ञता, यदि कोई हो तो/ Specialization, if any :

13. राष्ट्रियता/Nationality :



## घोषणा / DECLARATION

मैं.....एतद् द्वारा घोषणा करता/करती हूँ कि आवेदन पत्र में दिया गया विवरण मेरी जानकारी तथा विश्वास के अनुसार सही, पूर्ण एवं उचित है और यदि मेरे द्वारा दी गई कोई सूचना गलत अथवा अनुचित पाई जाती है अथवा चयन से पूर्व अथवा बाद में किसी अपात्रता का पता चलता है तो मेरी अभ्यर्थिता रद्द की जा सकती है और मेरे विरुद्ध कार्रवाई की जा सकती है। मैं यह भी घोषणा करता हूँ कि मुझे किसी भी विधि न्यायालय द्वारा कभी बंदी नहीं बनाया गया है और मेरे विरुद्ध कोई आरोप पत्र किसी भी विधि न्यायालय में लंबित नहीं है।

I.....hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief and in the event of any of the information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled and action may be initiated against me. I also declare that I have never been convicted by any court of law and no charge sheet is pending against me in any court of law.

स्थान / Place :

अभ्यर्थी के हस्ताक्षर/Candidate's Signature

दिनांक / Date :

( )

पूरा नाम /Full Name

### Check List

Sr. No.	Essential Qualification	Description (to be filled by the Candidate)
1.	Age Limit (Not exceeding 32 years as on 29.07.2019)	(a) Date of Birth: (b) Age as on 29.07.2019: _____ Years _____ Months _____ Days  (c) Self Attested Photocopy of : Matriculation Certificate Attached (Yes /No)
2.	B.E. / B.Tech or equivalent in any discipline from any recognized University or Insitute	(a) Awarded: (Write Yes / No)  (b) Self Attested Copy Relevant Proof Attached: (Write Yes / No)

Date:

(Signature of Candidate)