

Indian National Science Academy
Bahadur Shah Zafar Marg, New Delhi-110002

No.AD/Contract/India-UK
Date:15.07.2021

Detailed Advertisement

Applications are invited for the position of **Executive Assistant, purely on contract basis (co-terminus with 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)”

Name of the Post	Executive Assistant (2 Nos.)
Period of Employment	4 months
Age Limit	Not exceeding 32 years (as on 31 July 2021)
Educational Qualification	B.E/ B.Tech or equivalent in any discipline from any recognised university or institute
Consolidated emoluments	Rs.20,976/- per month (as per the existing minimum wages)
Selection process	Shortlisted candidates will be called for Virtual interview

General Conditions

1. Candidate 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. Applications received in response to notification will be scrutinized and maximum 10 applicants would be shortlisted, who will be called for virtual interview. Based on qualification, experience and outcome of interview, the candidate will be selected.
2. These positions are purely contractual. The candidates selected will have no right to claim for continuation or for regular employment either with Department of Science and Technology (DST)/and or with Indian National Science Academy (INSA).
3. The engagement is on full time basis and the candidates engaged will be required to attend office on all 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 written test or for joining the assignment.

5. The age, qualification and experience shall be reckoned as on 31.07. 2021
6. Candidates are required to possess a valid active email ID and mobile number which is to be filled in the application form correctly and legible. Intimation to shortlisted candidates for interview will be sent through email only. The Academy will not be responsible for bouncing of any mail sent to the candidates.
7. 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.
8. The application form is available on Academy's website www.insaindia.res.in under the head 'Career'.
9. Candidates desirous for applying for the post mentioned above, may send their duly filled in downloaded application along with latest photograph, scanned copies of educational certificates and mark sheets, relevant degree of essential qualifications and experience details through email to insahr@insa.nic.in with the subject "**Application for Executive Assistant**". **The last date for receipt of application is 31 July 2021.**
10. The decision of the Academy in all matters relating to eligibility, acceptance or rejection of the application, mode of selection, personal interaction etc. shall be final and binding on the candidates and no enquiry/correspondence will be entertained.

Dy. Executive Director-II (Finance & Admn.)

Application Format for Engagement of Executive Assistant

1.	Name (in capital letters)				
2.	Father's Name/Husband's Name				
3.	Date of Birth				
4.	Nationality				
5.	Email Id				
6.	Telephone/ Mobile No.				
7.	Address of communication				
8.	Education Qualification (from 10 th standard onwards)				
	Qualification	Board/University	Passing year	Subjects	Percentage
9.	Details of Experience (Add a separate sheet if required)				
	Organisation/Institute	Period		Nature of Work	Remarks
		From	To		
10.	Any other information (Attach CV)				

Declaration

I, _____, S/o, D/o, W/o, _____ do hereby declare that particulars furnished above are true and correct to the best of my knowledge. I understand and agree that in the event of any information being false/incorrect/incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of Indian National Science Academy (INSA), New Delhi in this regard. All the terms and conditions of engagement as mentioned in the advertisement are acceptable to me.

Signature
Full Name of the Applicant

Place:
Date: