

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

Detailed Advertisement

No.AD/20
15.01.2021

Engagement of Project Assistant

Name of the post	Project Assistant - on purely contract basis
Period of Employment	Six months extendable as per needs of the Academy
Age limit	Not exceeding 35 years
Educational Qualification and Experience	<u>Essential</u> Bachelor of Library Science with basic computer knowledge i.e. MS Word, MS Excel, Power Point etc. with minimum 2 years inline experience.
Consolidated Emoluments (all inclusive)	Rs. 20,500/- per month
Selection Process	Shortlisted candidates shall be called for personal interaction.

Terms and 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 personal interaction. Applications received in response to notification will be scrutinized and maximum 10 applicants would be shortlisted, who will be called for personal interaction through virtual meeting. Based on qualification, experience and outcome of personal interaction, the candidate will be selected.
2. The Academy reserves the right to reject any application without assigning any reason.
3. The Academy has right to cancel advertisement and not to proceed in the matter for engagement of Project Assistant at any stage, accept or reject any or all applications without giving any reason whatsoever.
4. The appointment would be made purely on contract basis for 06 months and extendable based on work performance and as per needs of the Academy. The Contract will be co-terminus, if not further extended.
5. The appointment would be on full time basis and he/ she would not be permitted to take up any other assignment during the period of contract.
6. No TA/DA would be eligible for joining the assignment or on its completion.
7. No other facilities shall be provided. The person engaged on contract basis shall not be entitled to any other benefit like Provident Fund, Pension, Insurance, Gratuity, Medical

Treatment, Seniority, Promotion etc. or any other benefits as available to the regular employees of the Academy.

8. The Project Assistant may be asked to attend the Academy on Saturday/ Sunday/ Holiday or for any Academy's programme/ event arrange during the period of contract. As per exigency he/she may be asked to sit late to complete the time-bound work. No extra compensation will be paid apart from consolidated remuneration admissible even if he/she attends office on holidays and work beyond normal office hours.
9. Income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source for which the Academy will issue the TDS certificate.
10. The Project Assistant shall not utilize or publish or disclose any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment for the Academy without express written consent of the Academy. The Project Assistant shall be bound to hand over the entire set of records of assignment to the Academy before the expiry of the contract and before the final payment is released by the Academy. He/She should maintain high integrity, absolute confidentiality and secrecy of the information handled by him/ her during the contract and even after termination of contract, failing which the Project Assistant will be liable for suitable action.
11. The Academy may terminate the contract, if (i) the Project Assistant is unable to address the assigned work (ii) quality of the assigned work is not to the satisfaction of the Academy (iii) Project Assistant fails in timely achievement of the milestone as finally decided by the Academy (iv) The Project Assistant is found lacking in honesty and integrity.
12. The Project Assistant appointed by the Academy, shall in no case, represent or give opinion or advice to others in any matters which is adverse to the interest of the Academy.
13. The Project Assistant will have no claim for further extension, absorption or regularization in the Academy after expiry / termination of the contract.
14. The tenure may be terminated by giving one month's notice on either side at any time during the contract period. Any breach of contract executed by the Project Assistant with the Academy shall be considered a sufficient ground for termination of the engagement made under the contract and may further debar from future engagement by the Academy.
15. Candidates are required to possess a valid active email id which is to be filled in application form correctly and legibly so that information to shortlisted candidate can be sent. The Academy will not be responsible for bouncing of any email sent to the candidate.
16. The Application form is available on Academy's Website www.insaindia.res.in under the Head 'Career'.

17. Candidates desirous of applying for engagement mentioned above, may send their duly filled in downloaded application form 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 Project Assistant**'. The last date for receipt of application is 02.02.2021.
18. 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 Project Assistant in INSA, New Delhi

1.	Name (in capital letters)				Affix your passport size Photograph
2	Father's Name/Husband's Name				
3	Date of Birth				
4	Nationality				
5	E-mail 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)				
	Organization/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 Applicant

Place:

Date: