

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

No. AD/13/
4 October, 2013

VACANCY NOTICE

Applications are invited from Indian citizens to fill up following posts on direct recruitment basis. The post carries benefits of Dearness Allowance, House Rent Allowance, Transport Allowance and other benefits in accordance with the rules of the Academy.

Sr. No.	Post	Pay-Band & Grade Pay	SC	Unreserved	Total
1.	Assistant-I	PB-2 Rs.9300-34800 Grade Pay Rs. 4200	1	2	3

Note: Provisions for Persons with Disability have been taken care while issuing this advertisement.

Essential Qualifications:

- i) A Bachelor's Degree in any branch of Science with minimum 60 % marks from a recognized University.
- ii) Minimum three years experience in Office Management in Central/ State Govt./ Autonomous organization/ Universities/ Reputed organization

OR

One year experience in Office Management in Central/ State Govt./ Autonomous organization/ Universities/ Reputed organization for person holding Postgraduate Degree in any branch of Science with minimum 60 % Marks **OR** Graduate in any branch of Engineering with minimum 60 % Marks. Internship in the relevant field will also be considered as experience.

Should have proficiency with basic knowledge of Computer for his/ her day to day office work.

Desirable:

Diploma in Computer applications.

Age: Not exceeding 32 Years as on 1.10.2013. Upper age limit in respect of Scheduled Caste, Scheduled Tribes, Other Backward Classes (Central list), Physically Challenged, Ex-Servicemen and other specified categories of persons shall be relaxed in accordance with the orders issued by the Government of India from time to time.

General Conditions:

1. The prescribed essential qualifications and experience are minimum and mere possession of the same does not entitle any candidate to be called for written test and interview. In the event of number of applications being large, the Academy reserves right for shortlisting criteria to restrict the number of candidates to be called for written test/ interview to a reasonable number on the basis of higher educational qualifications than the minimum prescribed in this advertisement or on the basis of higher experience or any other method as decided by the Academy. The decision of the Academy will be final and binding on the candidates.

2. Candidate should apply in prescribed format which may be downloaded from the Academy's website: www.insaindia.org
3. Candidates are required to possess a valid e-mail ID, which is to be filled in the application form correctly and legibly, so that intimation to shortlisted candidates for written test/ interview can be sent.
4. The candidates selected shall be governed by the New Pension Scheme introduced by Govt. of India w.e.f. 1.1.2004.
5. Applications received incomplete in any respect, wrongly filled-in or not in the prescribed format, unsigned, or without supporting self-attested photocopies of educational certificates, mark sheets, age, caste certificate (wherever applicable) and experience certificate or without photograph will not be entertained in any case and no correspondence shall be entertained.
6. The candidates serving in Govt./ Semi-Govt./ Autonomous Bodies should apply through proper Channel only. However, they may submit advance copy before due date.
7. Candidates may send their duly filled in downloaded application form along with latest photograph, self attested photocopies of educational certificates and mark sheets (matriculation onwards), relevant Degree of essential qualifications, experience certificate and Caste Certificate (if applicable) to the **Assistant Executive Director-I (Finance & Administration), Indian National Science Academy, Bahadur Shah Zafar Marg, New Delhi-110002** in a closed cover super-scribing "**Application for the post of Assistant-I**". The candidate will also be required to write his/her complete correspondence and permanent address with pin code numbers, telephone number, Mobile numbers and e-mail ID. Applications received without supporting documents shall be summarily rejected.
8. The decision of the Academy in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination and interview etc. shall be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
9. It is the responsibility of the candidate to assess his/ her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications and experience and submit his/ her application duly filled-in along with the desired information, documents and other supporting materials as per the advertisement. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible as per the prescribed qualifications and experience which could not be detected at the time of interview due to whatever circumstances, his/ her appointment shall be liable to termination forthwith.
10. The complete application should reach to the Academy within 15 days from the date of publication of this advertisement in the Employment News/ Rozgar Samachar. Applications received after due date will not be entertained. In case the due date falls on weekly off/ holidays, in that case the last date will be the next working day upto 6.00 p.m. The Academy shall not be responsible for any postal delay.

Executive Director