



INDIAN NATIONAL SCIENCE ACADEMY

Bahadur Shah Zafar Marg, New Delhi-110002

Website : www.insaindia.res.in

RECRUITMENT NOTICE

Indian National Science Academy, Professional Body of Department of Science & Technology, Govt. of India invites applications for various posts on contractual basis for a initially period of one year. Detailed terms and conditions and application Form are available on INSA website www.insaindia.res.in. Willing candidates fulfilling the eligibility criteria may submit profarma application on or before 07.09.2024 and attend walk in interview on 09.09.2024 at 9.30 a.m. with all supporting documents.

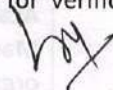
Dy. Executive Director –I (F & A)

CIRCULAR**Subject: Engagement of contractual manpower in Indian National Science Academy**

Applications are invited for following posts on Contractual basis for a initial period of one year:

1.	<p>Senior Project Associate for Science Policy -02 Academic Educational Qualification and Experience Master's degree in Science having three years' experience in Govt. organization/reputed organization Age Limit Not exceeding 45 years as on 09.09.2024 Remuneration Rs. 55,000/- per month (consolidated)</p>
2.	<p>Project Associate for Administration/Finance -02 Academic Educational Qualification and Experience Master's degree in Science/Commerce/Arts having two years' experience in administration/ Finance of Govt. organization/reputed organization Or Retired person from Government organization. Age Limit Not exceeding 45 years as on 09.09.2024 and 65 years for retired persons as on 09.09.2024 Remuneration Rs. 50,000/- per month (consolidated)</p>
3.	<p>Project Assistant (Scientific/Administrative) for International, Finance, Estate, Admin, INSA facilities - 04 Academic Educational Qualification and Experience Master's degree in Science/Technology/ Commerce having minimum one year experience in Office Management in Govt. organization/reputed organization Age Limit Not exceeding 40 years as on 09.09.2024 Remuneration Rs. 40,000/- per month (consolidated)</p>
4.	<p>Project Assistant for International Science Research Fellowship and other project -02 Academic Educational Qualification and Experience Master's degree in Science/Technology/ Commerce having minimum one year experience in Office Management in Govt. organization/reputed organization Age Limit Not exceeding 40 years as on 09.09.2024 Remuneration Rs. 30,000/- per month (consolidated)</p>
	<p>How to Apply Application in the prescribed format in Annexure-II (complete in all respects) along with all the required documents must be submitted before 07.09.2024 and attend walk-in-interview on 09.09.2024 with all supporting documents. In case of retired person, PPO copy and last pay certificate must be brought on the date of interview. No other mode of application will be accepted.</p>
	Reporting time for Walk in interview on 09.09.2024 at 9.30 am

2. Interested and eligible candidates who fulfill the above mentioned criteria may apply.
3. Candidates are required to come for Walk-in-interview with duly filled application in prescribed format along with a recent passport size photograph and bring all certificates/testimonials in original and a set of self-attested photocopies of the same, in support of age, qualification and experience for verification. Incomplete application in any form will be rejected.


 (Sunil Zokarkar)
 Dy. Executive Director-I (F & A)

<p>Reporting time for Walk in interview on 08.08.2024 at 9:30 am</p> <p>No other mode of application will be accepted.</p> <p>person, PPO only and last day certificate must be brought on the date of interview.</p> <p>walk-in-interview on 08.08.2024 with all supporting documents. In case of tented</p> <p>with all the required documents must be submitted before 07.08.2024 and attend</p> <p>Application in the prescribed format in Annexure-II (complete in all respects) along</p> <p>How to Apply</p>	<p>Remuneration</p> <p>Rs. 30,000/- per month (consolidated)</p> <p>Not exceeding 40 years as on 08.08.2024</p> <p>Age Limit</p> <p>experience in Office Management in Govt. organization/reputed organization</p> <p>Master's degree in Science/Technology/ Commerce having minimum one year</p> <p>Academic Educational Qualification and Experience</p> <p>Project-02</p>
<p>Remuneration</p> <p>Rs. 20,000/- per month (consolidated)</p> <p>Not exceeding 42 years as on 08.08.2024 and 62 years for retired person as on</p> <p>Age Limit</p> <p>Retired person from Government organization.</p> <p>Or</p> <p>administration/ finance of Govt. organization/reputed organization</p> <p>Master's degree in Science/Commerce/Arts having two years' experience in</p> <p>Academic Educational Qualification and Experience</p> <p>Project Associate for Administration/Finance-02</p>	<p>Remuneration</p> <p>Rs. 40,000/- per month (consolidated)</p> <p>Not exceeding 40 years as on 08.08.2024</p> <p>Age Limit</p> <p>experience in Office Management in Govt. organization/reputed organization</p> <p>Master's degree in Science/Technology/ Commerce having minimum one year</p> <p>Academic Educational Qualification and Experience</p> <p>Estate Admin, INSA facilities - 04</p> <p>Project Assistant (Scientific/Administrative) for International Finance</p>
<p>Remuneration</p> <p>Rs. 25,000/- per month (consolidated)</p> <p>Not exceeding 42 years as on 08.08.2024</p> <p>Age Limit</p> <p>Retired person from Government organization.</p> <p>Or</p> <p>administration/ finance of Govt. organization/reputed organization</p> <p>Master's degree in Science/Commerce/Arts having two years' experience in</p> <p>Academic Educational Qualification and Experience</p> <p>Project Associate for Administration/Finance-02</p>	<p>Remuneration</p> <p>Rs. 20,000/- per month (consolidated)</p> <p>Not exceeding 42 years as on 08.08.2024</p> <p>Age Limit</p> <p>Retired person from Government organization.</p> <p>Or</p> <p>administration/ finance of Govt. organization/reputed organization</p> <p>Master's degree in Science/Commerce/Arts having two years' experience in</p> <p>Academic Educational Qualification and Experience</p> <p>Project Associate for Administration/Finance-02</p>

General Terms and Conditions:

1. **Period of engagement:** a) Engagement shall be for a period of 1 year.
2. The candidates selected will be paid fixed remuneration (consolidated salary) and no other allowances and benefits will be paid.
3. **Leave:** (a) Contractual manpower will be entitled for 1 day leave each calendar month.
(b) No remuneration for the period of absence in excess of the admissible leave will be paid to the contractual manpower. Un-availed leave cannot be carried forward nor encashed.
4. **Confidentiality and Integrity:** (a) Intellectual Property Rights (IPR) of all information/data collected as well as deliverables produced for the Academy shall remain with the Academy.
(b) Contractual manpower shall not, directly or indirectly, communicate or reveal to any person or persons any matter collected for the purpose of his/her assignment or during the course of his/her assignment, without the express written consent of the Academy.
(c) Contractual manpower shall not represent or give opinion or advice in any matter which is adverse to the interest of this Academy. He/she is not permitted to take up any other assignment during his/her period of engagement.
5. **Termination of Engagement:** (a) The engagement of contractual manpower is purely on temporary basis and they will not be entitled for an benefit/ compensation/ absorption/ regularization of service in the Academy.
(b) The Academy may terminate the engagement of contractual manpower on the following conditions:
 - (i) The contractual manpower is unable to address/ deliver the assigned work.
 - (ii) The quality of work is not to the satisfaction of the Academy.
 - (iii) The contractual manpower fails in timely achievement of the milestones as decided by the Academy.
 - (iv) The contractual manpower is found lacking in honesty and integrity.(c) The contractual manpower will give one month notice for leaving the services of the Academy. Engagement may be terminated at any time by the Academy without assigning any reason and without prior notice.
(d) The contractual manpower will hand over all the documents, keys and all official equipments etc. if any, to the Academy and submit a No dues Certificate before the final payment is released by the Academy.
6. **Selection Procedure:** Based on qualification, experience and performance in the interview, the candidate will be selected.
7. **Other Conditions:** a) The application form is available on Academy's website www.insaindia.res.in under the head 'Career'.
b) 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. The Academy will not be responsible for bouncing of any mail sent to the candidates.
c) The Academy has the right to cancel the advertisement, and not go for engagement of any Contractual manpower, at any stage. It may accept or reject any or all applications, without giving any reasons thereof, whatsoever.
d) The Academy has the right to review these guidelines as and when the circumstances warrant, with the approval of the Competent Authority.
e) Their performance will be reviewed for extension if required, after one year.

संविदा के आधार पर नियुक्ति के लिए आवेदन APPLICATION FOR ENGAGEMENT ON CONTRACTUAL BASIS

(यदि एक से अधिक पदों के लिए आवेदन करना हो तो अलग-अलग आवेदन करें)

(Apply separately if applying for more than one posts)

- (1) विज्ञान नीति के लिए वरिष्ठ परियोजना एसोसिएट/ SENIOR PROJECT ASSOCIATES FOR SCIENCE POLICY
- (2) प्रशासन/वित्त के लिए परियोजना एसोसिएट/ PROJECT ASSOCIATE FOR ADMINISTRATION /FINANCE
- (3) अंतरराष्ट्रीय, वित्त संपदा, प्रशासन, इन्सा सुविधाओं के लिए परियोजना सहायक (वैज्ञानिक/प्रशासनिक)/ PROJECT ASSISTANT (SCIENTIFIC/ ADMINISTRATIVE) FOR INTERNATIONAL, FINANCE, ESTATE, ADMN, INSA FACILITIES
- (4) अंतरराष्ट्रीय विज्ञान अनुसंधान फेलोशिप के लिए परियोजना सहायक/ PROJECT ASSISTANT FOR INTERNATIONAL SCIENCE RESEARCH FELLOWSHIP

सेवा में/ To,
 उप कार्यकारी निदेशक-1 (वित्त एवम् प्रशासन)
 The Deputy Executive Director-I (F & A),
 भारतीय राष्ट्रीय विज्ञान अकादमी
 Indian National Science Academy,
 बहादुर शाह ज़फर मार्ग/ Bahadur Shah Zafar Marg,
 नई दिल्ली/ New Delhi-110002

स्वयं द्वारा अनुप्रमाणित
 हाल ही का पासपोर्ट
 आकार का फोटोग्राफ/
 Affix self attested
 recent Passport Size
 Photograph

मोहदय/Sir,

विज्ञापन सं. दिनांक के संदर्भ में, भारतीय राष्ट्रीय विज्ञान अकादमी में _____ के पद पर नियुक्ति के

लिए कृपया मेरा आवेदन स्वीकार किया जाए। मेरा विवरण नीचे दिया गया है:

With reference to the Adv. No. _____ dated _____, my application for engagement as _____ in Indian National Science Academy may kindly be accepted. My details are given below:

बायोडाटा/ CURRICULUM VITAE

क्र. सं. S.No.	विवरण/ Particulars	आवेदक द्वारा भरा जाना है/To be filled by the Applicant
1.	नाम/ Name (बड़े अक्षरों में/in BLOCK letters)	
2.	पिता/पति का नाम/ Father's /Husband's Name	
3.	जन्मतिथि/ Date of Birth	
4.	टेलीफोन/मोबाइल नंबर/ Telephone/Mobile Number	
5.	ई-मेल पता/ Email Address	
6.	पत्राचार के लिए पता/ Address for communication	

7.	स्थायी पता/ Permanent Address	
8.	वर्तमान आयु (वर्ष /महीना)/ Present Age (yy/mm)	
9.	शैक्षिक/तकनीकी योग्यता/ Educational/Technical Qualification	
10.	अनुभव/ Experience	
11.	कंप्यूटर ज्ञान का विवरण/ Details of computer knowledge	

सेवानिवृत्त व्यक्तियों के लिए अतिरिक्त डेटा/ Additional data for retired persons

क्र.सं./ S.No.	विवरण/ Particulars	आवेदक द्वारा भरा जाना है/ To be filled by the Applicant
1.	भारत सरकार की सेवा में शामिल होने की तारीख/ Date of joining Gol service	
2.	सेवानिवृत्ति की तारीख/ Date of Retirement	
3.	जिस पद से सेवानिवृत्त हुए हैं/ Post from which retired	
4.	मंत्रालय/विभाग का नाम जहाँ से सेवानिवृत्त हुए हैं/ Name of the Ministry/Department from which retired	
5.	अंतिम आहरित वेतन / Last pay drawn (प्रतिलिपि संलग्न करें/ enclose copy)	

6.	पीपीओ संख्या / PPO Number (प्रतिलिपि संलग्न करें/enclose copy)	
7.	सेवा के दौरान निष्पादित किए गए कार्यों की प्रकृति*/अनुभव/ Nature of duties attended while in service*/Experience	

*यदि आवश्यक हो तो अतिरिक्त शीट संलग्न करें/Attach additional sheet if required.

ऊपर दी गई जानकारी सत्य है। मैंने अनुलग्नक-1 में उल्लिखित नियम और शर्तों को ध्यानपूर्वक पढ़ा है और वे मुझे स्वीकार्य हैं। मैं प्रमाणित करता हूँ / करती हूँ कि आज की तारीख तक मेरे विरुद्ध कोई अनुशासनात्मक/आपराधिक कार्यवाही लंबित नहीं है/ The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure- I and are acceptable to me. I certify that no disciplinary/criminal proceedings are pending against me, as on date.

स्थान/ Place :

तारीख/ Date :

(आवेदक के हस्ताक्षर/ Signature of the Applicant)