

The National Academy of Sciences, India

5, Lajpatrai Road, Prayagraj – 211 002

Phone: +91 532 2640224 Email: nasi.allahabad1@gmail.com

ADVERTISEMENT NOTICE FOR THE POST OF EXECUTIVE SECRETARY

IMPORTANT DATES TO REMEMBER	
Last Date for Submission of Duly filled Application form along with requisite documents	30.06.2024

The National Academy of Sciences, India (NASI), a Professional Body of the Department of Science & Technology (DST), Govt. of India invites **applications for the post of Executive Secretary** from eligible candidates to be filled on Deputation/Direct Recruitment/Promotion as per the details given below:

1.	Name of Post	Executive Secretary
2.	Number of Posts	01 (ONE) Open unreserved
3.	Classification	Administrative (Group 'A')
4.	Pay Band and Grade Pay/Pay-Scale	Pay matrix level 13 (123100 – 215900) as per 7 th CPC (Pay Band Rs. 37400 – 67000, Grade Pay Rs. 8700) as per 6 th CPC
5.	Whether Selection post or non-selection post	Selection Post
6.	Age limit for direct recruits	Not exceeding 50 years as on the closing date of the application.
7.	Educational and other qualifications required for direct recruits	<ol style="list-style-type: none">1. Ph.D. degree in Science from a Recognized University2. Minimum 15 (fifteen) years Post-Ph.D. experience of Administration/ Finance/Management/ Coordination of S&T related programmes/ Scientific Projects preferably International Programmes in Central/ State Govt. Departments /UTs /Autonomous Organizations / Statutory Bodies/ Universities and Science & Technology Institutions3. Should have good knowledge of coordination work associated with Professional Societies, Academies, Programme, Activities and overall scientific community in the country. Should have high competency and established peer reputation. <p>Desirable: He/she should have fairly good knowledge of Financial/ Personnel/ General Administration Rules of Govt. of India.</p>
8.	Whether age and Educational qualifications prescribed for direct recruits will apply in the case of promotees	Educational qualifications will be the same; but minimum qualifying service will be as per Govt. of India rules.

9.	Period of Probation	02 (two) years
10.	Method of Recruitment – Whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	Deputation/ Direct Recruitment/ Promotion
11.	In case of Recruitment by Promotion/ Deputation/ Absorption, grades from which Promotion/ Deputation/ Absorption to be made	<p><u>Deputation:</u></p> <p>Holding analogous post</p> <p>OR</p> <p>Officers having 5 years regular service in level - 12 (Rs. 78800-209200)</p> <p>OR</p> <p>Officers having 10 years regular service in level - 11 (Rs.67700-208700)</p> <p>AND</p> <p>Educational qualification will be same as prescribed for Direct Recruits.</p> <p><u>Promotion:</u></p> <p>Minimum 10 years' service from Level - 11</p>

HOW TO APPLY:

- Interested and eligible candidates should submit dully filled application form (available on Academy's website) along with requisite documents in **hard copy by post and also in a single PDF format via email** at nasi.allahabad1@gmail.com clearly mentioning in the subject column "**Application Form for the post of the Executive Secretary**" on or before the last date positively.
- Application not received though prescribed process shall be rejected and no correspondence in this regard will be entertained.
- Persons already in employment should apply "**Through Proper Channel**" only. However, to avoid delay they may send the advance copy via email in single PDF file only as mentioned above and hard copy of application through proper channel should be submitted to the Academy before last date of application.
- Duly filled in application form in hard copy should reach the Academy by the last date at the following address:

The General Secretary
The National Academy of Sciences, India
5, Lajpatrai Road,
Prayagraj – 211 002

Applications through email in a single PDF format should also reach the Academy by the last date on the Academy's email mentioned above.
- The candidate whose application through proper channel does not reach the Academy before the last date must submit NOC from his/her current employer at time of interview, failing which his/her candidature will not be considered.
- Qualifications/eligibility conditions, age and other documents will be determined as on the last date of

receipt of application.

OTHER CONDITIONS:

1. The selected candidates will not take up any other assignment during the service in the Academy.
2. The candidate selected will enter into an agreement/ give an undertaking on joining that while discharging duties and responsibilities, he/she shall not disclose any confidential office matter.

GENERAL INSTRUCTIONS

1. The Academy reserves the right to:
 - a. Withdraw the advertised post at any time without assigning any reason thereof.
 - b. To fix criteria for screening the applications so as to reduce the number of candidates to be called for interview.
 - c. To conduct qualifying / written tests to further shortlist the candidates where a large number of applications are received; and
 - d. Relax the age/ qualifications/ experience as per Government of India rules.
2. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualification/experience laid down for the post. **No enquiry asking for advice as to eligibility will be entertained.**

NOTE:

The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Interview.

3. All the columns of the application form must be filled in.
4. Incomplete applications will not be considered and will be REJECTED.
5. Qualifications/eligibility conditions, age and other documents will be determined with regard to the last date fixed for submission of application form.
6. Any change in the application form will not be entertained after submission.
7. No interim correspondence shall be entertained.
8. The list of candidates short-listed for Interview shall be published on the Academy's Website i.e., (www.nasi.org.in) and only the short-listed candidates shall be informed on the email ID as provided in application form.
9. The selected candidates shall be required to perform duties as per the Rules of the Academy, as amended from time to time. The Academy shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.
10. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Academy reserves the right to modify/withdraw/cancel any communication made to the candidates.
11. After joining the service of the Academy, the candidate will have to abide by the Rules & Regulations of the Academy applicable from time to time. He/she may be assigned any duty within the Academy or outside depending upon the exigency of the work.
12. Canvassing in any form may lead to cancellation of candidature.

13. In case of any disputes, any suits or legal proceedings against the Academy shall be restricted to the High Court, Allahabad.
14. Corrigendum or Addendum or Cancellation to this advertisement, if any, shall be suitably published in the newspapers and also on the Academy's Website www.nasi.org.in. Applicants shall not be informed individually.
15. **Fake Institutions:** Candidates who have obtained degrees or certificates for various courses from any institution declared fake by the University Grants Commission, New Delhi shall not be eligible for being considered for recruitment to the post advertised.
16. In case of any ambiguity or lack of clarity with regard to any clause or rules, the decision of the Academy shall be final.
17. The following categories of persons shall not be eligible to apply for the post:
- i. Who has been convicted by any Court of Law or any criminal proceedings are pending against him/her;
 - ii. Who has entered into or contracted a marriage with a person having a spouse living;
 - iii. Who, having a spouse living, has entered into or contracted a marriage with any person. Provided that if such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, the applicant should submit a copy of the permission granted by the competent authority for this purpose;
 - iv. Who is not a citizen of India;
 - v. Any other category of person disqualified for appointment by Central/State Govt. Departments / UTs / Autonomous Organizations / Statutory Bodies etc. from time to time.

**ANY ATTEMPT TO INFLUENCE THE AUTHORITIES BY WAY OF
RECOMMENDATIONS WILL AB-INITIO DISQUALIFY THE CANDIDATE.**

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