

**CSIR - CENTRAL FOOD TECHNOLOGICAL RESEARCH INSTITUTE
Mysore – 570020**

Advertisement No. 01/CSIR-CFTRI/AcSIR/(2013)

Walk-in- Interview

The Academy of Scientific and Innovative Research (AcSIR) and CSIR-CFTRI invites eligible candidates to appear for a walk-in-interview for TWO positions of Executive Assistant (s) on purely contractual and temporary basis tenable at CSIR-CFTRI, Mysore.

Time and Date: on 05.12.2013 from 10.00 am onwards. Registration of candidates will start at 9:00 am and close at 10:00 am. Candidates reaching the venue after 10:00 am will not be interviewed under any circumstance.

Registration Venue: Assembly Hall, CSIR-CFTRI, Mysore

Details relevant to the selection:

Name of the Position	No. of positions	Essential Qualifications	Desirable Qualifications	Consolidated emoluments
Executive Assistant	2	i) Graduate (minimum B.Sc/B.A/B.Com) or equivalent with experience and knowledge of computer applications and basic typing skills. ii) Proficiency in spoken and written English with good communication skills.	i) Familiarity with internet e-mail, Skype. ii) One year experience in similar field.	Rs. 12,000 to 15,000/- per month depending up on the skill sets, experience and performance at the interview.

Age limit: 30 years as on 5th December, 2013. Age is relaxable by 5 years in case of SC/ST and women candidates, 3 years in respect of OBC candidates as on 5th December, 2013.

Tenure: One year initially and extendable further based on performance and requirements.

Documents: Candidates should bring along with them original and attested copies of all certificates relating to the prescribed eligibility conditions and age. Candidates should also bring 5 copies of typed information sheet giving details of name, date of birth, gender, whether SC/ST/OBC, educational qualifications, experience, residential

address and contact number with one recent passport size photograph affixed on each sheet at the top right corner of the sheet.

Travel: No TA/DA will be paid to the candidates for appearing in the interview.

Job Description:

One Post for AcSIR-CSIR CFTRI: Multi- tasking involving support in office work to the Dean and Coordinators in AcSIR, CSIR-CFTRI, Mysore; maintenance and upkeep of official records, preparation and notification of bills for payment; maintaining financial records and assisting in updating of website of AcSIR, CSIR-CFTRI.

One Post for CSIR-CFTRI: Multi- tasking support in the office at CSIR- CFTRI, Mysore.

**AcSIR Coordinator
CSIR-CFTRI**