THE NATIONAL ACADEMY OFSCIENCES, INDIA
5, Lajpatrai Road, Allahabad 211 002

Vacancy for the Post of the Executive Secretary

The National Academy of Sciences, India (NASI), invites application for the post of Executive Secretary (ES), who will head the Secretariat of NASI at Allahabad and be responsible for its day-to-day functioning and implementation of decisions of the Council of the Academy and its constituent Committees. ES will be expected to coordinate all the activities of NASI, including publication, science awareness/outreach programmes, symposia/seminars/discussions on scientific and technological issues and annual scientific sessions.

Pay-band: Rs 37,400–67,000 with Grade Pay of Rs 8900 plus allowances and other benefits as per Academy’s rules.

Age limit: Minimum 45 years and not more than 55 years.

Essential qualifications and experience: M.Sc. and Ph.D. degrees in Science/Technology from a recognized institution/university; candidates must have minimum of 15 years of experience in scientific editing, research-cum-awareness programmes, administration and management of science and technology related programmes; experience in coordinating work related to professional societies, academies and financial management is a must.

The aspirants may procure the prescribed application form from the Office of NASI by sending 10” × 4.5” self-addressed stamped envelope; the form can also be downloaded from the website of NASI (http://www.nasi.org.in). The completed application form (with a latest passport-size photograph affixed) along with copies of the relevant degrees/certificates and experience, and a list of three references, should reach General Secretary (HQ), NASI (at the above address), latest by 10 July 2010. In case of the candidates working in the Government organizations, the application must be forwarded through proper channel.

Vacancy for the Post of an Assistant Executive Secretary

The Academy (NASI) invites applications for the post of Assistant Executive Secretary (AES), who will be responsible for assisting the Executive Secretary in day-to-day functioning of the Academy and implementation of decisions of the Council of the Academy and its constituent Committees. AES will be expected to look after the activities related to publication, science awareness/outreach programmes, symposia/seminars/discussions on scientific and technological issues, and annual scientific sessions, under the guidance of the Executive Secretary.

Pay-band: Rs 15,600–39,100 with Grade Pay of Rs 5400 plus allowances and other benefits as per Academy’s rules.

Age limit: Minimum 25 years and not more than 45 years.

Essential qualifications and experience: M.Sc. and a minimum 5 years experience in scientific editing/research-cum-awareness programmes/administration and management of science and technology related programmes.

The aspirants may procure the prescribed application form from the office of NASI by sending 10” × 4.5” self-addressed stamped envelope; the form can also be downloaded from the website of NASI (http://www.nasi.org.in). The completed application form (with a latest passport-size photograph affixed) along with copies of the relevant degrees/certificates and experience should reach Officer-on-Special Duty, NASI (at the above address), latest by 10 July 2010. In case of the candidates working in the Government organizations, the application must be forwarded through proper channel.