

# भारतीय राष्ट्रीय विज्ञान अकादमी

INDIAN NATIONAL SCIENCE ACADEMY  
BAHADUR SHAH ZAFAR MARG, NEW DELHI-110002  
E-mail: admin@insa.nic.in Website: www.insaindia.org

## VACANCY NOTICE

Indian National Science Academy, an apex organization of scientists, engaged in promotion and recognition of excellence in science in the country needs a dynamic, initiative driven and performance oriented person above 50 years to be appointed as **Executive Secretary**. He/she will be the Head of the INSA Secretariat and responsible for day to day operation and implementation of decisions taken by the Committees, Board, and the Council of the Academy. The incumbent is expected to actively contribute in the management/ coordination, growth and expansion of science promotion, international programmes, science policy studies/ science popularization and society related activities etc.

**Present pay-band:** Rs. 37400-67000 with grade pay Rs. 8900/- plus allowances i.e. DA, HRA etc and other benefits as attached with the position.

**Essential Qualifications & Experience:** Master's Degree in Science/ Technology from a recognized university **with** minimum **15 years** experience of management & Coordination of S&T related programmes including International Programmes. Should have a good knowledge of coordination work associated with professional societies, academies, programmes/ activities and overall scientific community in the country. Experience/ exposure in management of human and financial resources will be an added advantage.

**Desirable:** Ph.D. Degree in Science/ Technology.

Candidates may send their curriculum vitae in the prescribed application form which can be obtained from the Office of the Academy by sending 10" X 4 1/2" self addressed stamped envelope or be downloaded from website [www.insaindia.org](http://www.insaindia.org). Duly filled in application form along with latest photograph, attested copies of degree, statement of experience and three references may be sent to **Assistant Executive Secretary (Admn.) latest by 8<sup>th</sup> March, 2010**. Persons working in Govt./ Autonomous Bodies may apply through proper channel (their CR dossier of at least 5 years will be required from the department, if shortlisted for interview). Recently retired/ retiring persons may also be considered for the appointment on contract basis. Candidates may also be sponsored by heads of Scientific Institutions. Candidate selected for the position shall be governed by the New Pension Rules, 2004. Fulfilment of educational qualifications is not a claim for interview call.