



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, a premier scientific body in the country invites applications for the post of **Assistant Executive Secretary, Grade-II (Finance & Admn.)** in unreserved category in the pay-band of Rs. 15600-39100 with grade pay of Rs. 6600/- Plus allowances admissible as per GOI rules. This is a senior level position, selected person will be responsible for Estate, Financial & Human Resource Management of the Academy. The incumbent should have experience of handling Budget, Audit, Investment, Income Tax, Financial Rules including Pension, Recruitment & Establishment Rules, Procurement & Management of Stores and Legal Matters. **Essential Qualification and Experience:** Minimum 50 % marks in M.Com with 3 years experience in supervising the above mentioned portfolios in a reputed institution/ University/ Society in the scale of Rs. 8000-13500 (pre-revised). **Desirable:** M.B.A. (Finance)/ C.A. **Age:** Below 40 Years as on 1.2.2010 (Relaxable as per GOI Rules). Candidates may send their applications in the prescribed format which can be downloaded from website www.insaindia.org or by obtaining from the Academy by sending 10"X4 ½ " self addressed stamped envelop. Duly filled application form along with photocopies of certificates may be sent to the **Executive Secretary** latest by **21 March, 2010**. Persons working in Govt./ Autonomous Institutions may apply through Proper Channel. Fulfilment of educational qualifications is not a claim for interview call. **Note:** The reservation for persons with disabilities has been taken care while issuing this advertisement.