

Advertisement No. 04/2026

RECRUITMENT NOTIFICATION

The Academy of Scientific & Innovative Research (AcSIR) is an Institution of National Importance and is currently the largest higher education institution in India for Doctoral Research. AcSIR is ranked 9th by NIRF (2025) in the Research Institutions category, among the Higher Educational Institutions in India.

AcSIR invites applications from highly motivated and suitably qualified candidates for appointment to the following position, as detailed below:

1.	Executive Assistant CSIR- Advanced Materials and Processes Research Institute (CSIR-AMPRI) Address: Hoshangabad Road, near Habibganj Naka, Bhopal, Madhya Pradesh 462026	Post Code: EA-AMPRI-08	No of Post: 01 (OBC)
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Essential Qualifications	Bachelor's Degree from a recognized University / Institute with a minimum of 50% marks or an equivalent grade in a point scale.
Essential Experience	Minimum 01-year administrative experience in educational / research establishment.
Desirable Experience	Proficiency in computer applications and office automation softwares, including MS-office. Excellent verbal & written communication skills. Experience of handling large data and digital data and record management related to academic administration and student related matters in educational/ research establishment.
Maximum Age	35 years
Remuneration	Basic Scale of Rs. 35,400 – Rs. 1,12,400 plus applicable allowances.

General Information and Instructions

- The appointment will be made purely on a contractual basis through open selection, for a maximum period of five years, including a one-year probation period. The contract of appointment may be extended, based on the performance and institutional requirements.
- Age Relaxation for applying:
 - SC/ST/PwD/Women (Widowed/Divorced/Judicially-Separated but not remarried) – Upto 5 years
 - OBC (NCL) – Upto 3 years
 (The maximum age limit shall be determined as on the last date of receipt of applications, as notified in the advertisement).

3. Other benefits payable over and above the basic remuneration include HRA, Transport Allowance, annual performance incentive, reimbursement of annual medical insurance premium and medical expenses for OPD. Terminal Benefits include NPS, Gratuity and Leave encashment, as per the AcSIR extant rules.
4. AcSIR reserves the right to decrease or increase the number of posts or to cancel/reject any or all the applications or to withdraw the advertisement without assigning any reasons and not to fill any of the positions in case no suitable candidate is found.
5. Any updates and notifications with respect to this advertisement shall only be posted on the AcSIR website (www.acsir.res.in). Accordingly, the applicants are advised to check the website regularly.

The duly completed and signed application form, along with detailed resume and self-attested copies of certificates including a valid reservation certificate, may be sent as a single **.pdf file** through email to recruitment-2026@acsir.res.in bearing Subject Line “**Application for the position of Executive Assistant, at CSIR-AMPRI [Post Code: EA-AMPRI-08]**”.

Last date of receiving completed Applications is **Saturday, September 05, 2026**.

Director, AcSIR