



Indian National Young Academy of Science
भारतीय राष्ट्रीय युवा विज्ञान अकादमी

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Date: 18/04/2024

Advertisement for the Engagement of Project Assistant in SciPADReC project, INYAS, New Delhi

Eligible candidates are invited to apply for the post of Project Assistant (purely on contract basis) under the project entitled "Empowering the steps of the science players wearing science diplomacy shoes" SciPADReC project, a collaborative effort under the Inter Academy Partnership (IAP) Consortium involving India, Nepal and South Africa under the project PI - Dr. Kalpana Nagpal, member of INYAS. The essential qualifications, experience, consolidated emoluments, and contract tenure are as under:

Name of the post	Project Assistant (Purely on contract basis)
Educational Qualification:	Graduate /Postgraduate degree in Science discipline with at least 65% overall marks or ≥ 6.5 CGPA.
Period of Engagement	03 months (extendable for another 03 months depending either on the performance or project tenure)
Age limit	Not exceeding 35 years
Location	Currently Amity University Uttar Pradesh, Noida
Reporting officer	Dr. Kalpana Nagpal, Principal Investigator, SciPADReC project
Gross Emoluments:	Rs. 22,000/- (consolidated) (subject to income tax)
Desirable	<ul style="list-style-type: none">• Sound experience in science diplomacy, science policy and science communication.• Work experience in the domain of scholarly publishing will be given priority.• Suitable experience in event organization (online/offline) like making event posters, creating links on Zoom/MS Teams/Webex/Google Meet, etc., good computer knowledge, i.e., MS Word, MS Excel, PowerPoint, etc., good communication (oral & written) skills in at least two languages English and Hindi• Experience in website designing is an added advantage & will be given priority
Selection Process	Shortlisted candidates based on the CV submitted shall be called for interview (online/offline)
Deadline for Submission of Application	12.05.2024
Applications should be sent by email to	inyasindia@gmail.com



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Terms and Conditions:

1. Candidates must ensure their eligibility before applying. The prescribed essential qualifications and experience are minimum and mere possession of the same. The candidate shall not be called for personal interaction. Applications received in response to notification will be scrutinized and maximum 5 applicants will be shortlisted and thus called for personal interaction through virtual meeting. Based on qualification, experience and outcome of personal interaction, the suitable candidate will be selected purely on contractual basis.
2. INYAS reserves the right to reject any application without assigning any reason.
3. INYAS has the right to cancel advertisement and not to proceed in the matter for engagement of Project Assistant at any stage, accepts or rejects any or all applications without giving any reason whatsoever.
4. The appointment would be on full time basis, and he/she would not be permitted to take up any other assignment during the period of contract.
5. No TA/DA would be eligible for joining the assignment or on its completion.
6. No other facilities shall be provided. The person engaged on a contract basis shall not be entitled to any other benefit like Provident Fund, Pension, Insurance, Gratuity, Medical Treatment, Seniority, Promotion, etc.
7. The Project Assistant may be asked to attend the office on Saturday/ Sunday/ Holiday or for any program/ event arranged during the period of the contract. As per exigency he/she may be asked to sit late to complete the time-bound work. No extra compensation will be paid apart from consolidated remuneration admissible even if he/ she attends the office on holidays and works beyond normal office hours.
8. The Project Assistant shall not utilize or publish or disclose any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for INYAS without any written consent. The Project Assistant shall be bound to hand over the entire set of records of assignment to INYAS before the expiry of the contract and before the final payment is released. He/she should maintain high integrity, absolute confidentiality and secrecy of the information handled by him/ her during the contract and even after termination of contract, failing which the Project Assistant will be liable for suitable action.
9. INYAS may terminate the contract, if (i) the Project Assistant is unable to address the assigned work (ii) quality of the assigned work is not to the satisfaction (iii) Project Assistant fails in timely achievement of the milestone as finally decided by INYAS.
(iv) The Project Assistant is found lacking in honesty and integrity.
10. The Project Assistant appointed by INYAS, shall in no case, represent or give opinion or advice to others in any matters which is adverse to the interest of INYAS
11. The tenure may be terminated by giving one month's notice on either side at any time during the contract period. Any breach of contract executed by the Project Assistant with INYAS- shall be considered a sufficient ground for termination of the engagement made under the contract and may further debar from future engagement by INYAS.
12. Candidates are required to possess a valid active email id which is to be filled in application form correctly and legibly so that information to shortlisted candidate can be sent. INYAS will not be responsible for bouncing of any email sent to the candidate.
13. The Application form is attached with this advertisement.
14. Candidates desirous of applying for the engagement mentioned above, may send their duly filled-in downloaded application form along with a latest photograph, scanned copies of educational certificates and mark sheets, relevant degree of essential qualifications, and experience details through email to inyasindia@gmail.com with the subject 'Application for Project Assistant- SciPADReC'. The last date for receipt of the application is **12.05.2024**.
15. The decision of INYAS Core Committee Members in all matters relating to eligibility, acceptance or rejection of the application, mode of selection, personal interaction, etc. shall be final and binding on the candidates and no inquiry/ correspondence will be entertained.

Dr. Kalpana Nagpal,
Principal Investigator, SciPADReC Project

Application Format for Engagement of Project Assistant in SciPADReC project, INYAS, New Delhi

1.	Name (in capital letters)		Affix your passport size Photograph		
2	Father's/ Mother's /Husband's Name				
3	Date of Birth				
4	Nationality				
5	E-mail ID				
6	Telephone/ Mobile No.				
7	Address of communication				
8	Education Qualification (from 10 th standard onwards)				
	Qualification	Board/University	Passing Year	Subjects	Percentage
9	Details of Experience (Add a separate Sheet if required)				
	Organization/Institute	Period		Nature of Work	Remarks
		From	To		
10	Any other information (Attach CV)				

Declaration

I, _____, S/o, D/o, W/o, _____ do hereby declare that the particulars furnished above are true and correct to the best of my knowledge. I understand and agree that in the event of any information being false/incorrect/incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of Indian National Young Academy of Science (INYAS) in this regard. All the terms and conditions of engagement as mentioned in the advertisement are acceptable to me.

Signature

Place:

Date:

Full Name of Applicant