

Advertisement No. 03/2026

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 positions for its Headquarters at Sector-19, Kamla Nehru Nagar, Ghaziabad, Uttar Pradesh:

S. No.	Name of the Position & Location	Post Code	No of Posts
1.	Assistant, AcSIR HQs., Ghaziabad	Asst-HQs-1	01 (UR)
2.	Multi-Tasking Staff, AcSIR HQs., Ghaziabad	MTS-HQs-1	01 (UR)

Details of the posts are as below:

Assistant	
Essential Qualifications	Bachelor degree from a recognized university/institute in any discipline with good working knowledge of office automation softwares including MS-office with verbal & written communication skills.
Essential Experience	Minimum one (01) year experience in areas related to academic administration and student related matters in educational/ research establishment.
Maximum Age	30 years
Remuneration	Basic Scale of Rs. 25,500.00 to Rs. 81,100.00 plus applicable allowances.

Multi-Tasking Staff	
Essential Qualifications	10 th Pass or ITI or equivalent.
Essential Experience	Minimum three (03) years of experience as Office Attendant in educational / research establishment. Capable of handling and keeping records of files and dak with basic data entry knowledge; proficiency in photocopy machine operation and miscellaneous office errands and office maintenance.
Maximum Age	25 years
Remuneration	Basic Scale of Rs. 18,000.00 to Rs. 56,900.00 plus applicable allowances.

General Information and Instructions

1. 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.
2. Age Relaxation:
 - 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 at all positions 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.
6. Canvassing in any form will be a disqualification

The applicants will have to apply only by filling up the online Application Form at the following Link:

<https://docs.google.com/forms/d/e/1FAIpQLSftZDyK79H2jt2bz9CMucsfUjgc1JTkMMJTFeF4G3SL1HRkoA/viewform?usp=dialog>

The Application must be supported by self-attested copies of (1) educational certificates; (2) work experience certificates; and (3) Other relevant certificates including valid reservation certificate (uploaded as PDF files along with the Application).

Any query or concerns related to this recruitment notification must be sent only by email to recruitment-2026@acsir.res.in bearing Subject Line “Query regarding [Post Code]”.

Last date of receiving completed Applications is **Monday, April 20, 2026**.

Director, AcSIR