



National Academy of Agricultural Sciences

NASC, DPS Marg, New Delhi 110012

Website: www.naas.org.in; Email: naas-mail@naas.org.in

The National Academy of Agricultural Sciences, a Society registered under the Societies Registration Act invites applications for filling up the following posts:

- 1. Executive Director** (one post)
- 2. Budget and Accounts Executive** (one post)
- 3. Editorial Manager** (one post)
- 4. Junior Programme Executive** (one post)

For information on eligibility qualifications, age, remuneration, job requirement and other terms & conditions of appointment, please visit Academy's website: www.naas.org.in.

The Applications should be addressed to the Secretary, National Academy of Agricultural Sciences, NASC, Dev Prakash Sastry Marg, New Delhi 110012 and reach to him **on or before March 31, 2023**.

Secretary

Application Form
CURRICULUM VITAE

1. Name of the Post :
2. Name :
3. Father's Name :
4. Date of Birth :
5. Age (as on 01.03.2023) :
6. Present Address :
7. Permanent Address :
8. Tel / Mobile No :
9. Email ID :
10. Educational Qualifications :
11. Professional Qualifications :
12. Languages Known :
13. Nationality :
14. Category (General/SC/ST/OBC) :
15. Date of Retirement :
16. Post held last with Pay Band & Grade Pay :
17. Complete Address of the Organization where worked last :
18. Particulars of Service

S. No.	Post held	Period		Nature of work handled
		From	To	

19. Special achievements, if any :

Date:
Place:

Signature

**Qualifications and job requirements for the
Post of Executive Director**

Eligibility:	:	M.Sc. in Agriculture/MBA with 3 years experience in scientific report writing and office management or superannuated Scientist/Officer having at least 3 years' service in the Grade Pay of Rs. 8,700/- or above with a minimum of 20 years' service in Government/scientific organizations, familiar with the Government of India rules and procedures.
Job requirements:	:	<ol style="list-style-type: none">1. Organization of meetings of the Academy.2. Preparation of agenda notes, minutes of the meetings and taking follow-up action and implementing the decisions of the committees.3. Coordination and interaction with the Executives, Fellowship & Associateship; inviting & processing nominations for Election to Fellowship, Associateship and Awards, etc.4. Coordination of Academy's publications.5. General administration and financial management of the Academy.6. Any other duty assigned by the Academy.
Age	:	Less than 65 years as on 01.03.2023
Period	:	The appointment will be initially for 1 year, which may be extended on year to year basis subject to satisfactory performance. In the case of non-satisfactory performance, appointment can be terminated at any time including the initial period of 1 year by giving one month's notice.
Remuneration	:	Rs. 60,000/- per month (Consolidated and negotiable)

**Qualifications and job requirements for the
Post of Budget and Accounts Executive**

Qualifications:	:	A retired Assistant Accounts Officer or above in a Govt. Department with minimum of 20 years services in Govt./Scientific Organizations familiar with Govt. of India's rules and procedures and had passed Subordinate Accounts Service Examination of any of the All India organized Finance & Accounts Departments. Also indicate if familiar with computer skills for using accounting software (Taly, etc.). Please attach documentary evidences in favour of your qualifications.
Job requirements:	:	The Budget and Accounts Executive will be responsible for processing of bills, writing of cheques, cash book, drawl and disbursement of cash, reconciliation of bank accounts, preparation of Income & Expenditure Account and Balance Sheet, filling of Income Tax Return, maintenance of EPF Account and investment of funds, etc.
Age	:	Less than 65 years as on 01.03.2023
Period	:	The normal period of engagement will be 3 years, which may be extended based on the review of satisfactorily performance. In case of non-satisfactory performance, the initial period of 3 years may be terminated at any time by giving one month notice.
Remuneration	:	Rs. 50,000/- per month (Consolidated and negotiable)

**Qualifications and job requirements for the
Post of Editorial Manager for the NAAS Journal**

Post	:	Editorial Manager, NAAS Journal
Technical Post Name	:	Editorial Manager, NAAS Journal
Maximum Age Limit	:	45 years as on 01.03.2023
Remuneration	:	Rs. 65,000/- (Consolidated and negotiable)
Minimum Eligibility Criteria	:	(i) Master degree in Plant Science from recognized University; (ii) Experience of more than 5 years of online processing of scientific manuscripts for publication; (iii) Proficiency in English language.
Desirable	:	(i) PhD in Biosciences/ Agricultural science; (ii) Research publications and scientific reviews in reputed journals; (iii) Experience of handling online publication of scientific journal related to agriculture; (iv) Technical knowledge and computer skills, especially related to the publication of scientific journals.

**Qualifications and job requirements for the
Post of Junior Programme Executive**

Post	:	Junior Programme Executive
Maximum Age Limit	:	45 years as on 01.03.2023
Remuneration	:	Rs. 40,000/- (Consolidated and negotiable)
Minimum Eligibility Criteria	:	(i) Graduation; (ii) Well versed in MS Office; Database Management, English & Hindi typing;
Experience	:	More than 5 years' experience in handling activities related to any professional society, journal, etc.