

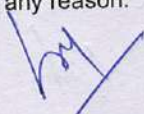
**INDIAN NATIONAL SCIENCE ACADEMY (INSA)**  
Bahadur Shah Zafar Marg, New Delhi-110002

No.: INSA/Admin/2025-26/ 550  
Dated: 8th January, 2026

Applications are invited from retired Government Officials for the post of Officer on purely contract basis to manage the Office of the President and ED, INSA.

Name of the Post	Officer for the Secretariat
Number of Vacancies	01 (One)
Eligibility Criteria	
Qualifications	Graduate in any discipline
Status	Retired Government Officer
Experience	Minimum 15 years of experience of working with senior/higher officers in Government organizations
Age Limit	Maximum 65 years as on the date of application
Remuneration	Remuneration shall be fixed as per Government of India rules and guidelines applicable from time to time.
Job Profile	<p>An Officer will support the President and ED office. The Officer will see the overall correspondence and Secretarial work related to President and ED office. The role typically requires someone with strong background in Secretarial work preferably in a Scientific Dept./Ministry, excellent analytical and communicable skills, understanding of the scientific matters and organizational structure and shall exercise his/her ability to work independently while maintaining confidentiality on sensitive matters.</p> <p>The Officer essentially serves as a trusted officer and operational extension of the President and ED Office, enabling them to focus on the completion of time bound tasks as assigned by the President and Executive Director from time to time.</p>
Tenure	<p>The engagement will be on a contractual basis, as per INSA/Government norms.</p> <p>Eligible and interested candidates may apply in the prescribed manner as notified by INSA.</p>
Last Date to Apply	22 <sup>nd</sup> January, 2026
Those interested can send their application to the undersigned by post or by email in the format given in annexure I.	

The Academy reserves the right to accept or reject any application without assigning any reason.

  
(Sunil Zokarkar)  
Dy. Executive Director-I (F & A)

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**General Terms and Conditions:**

1. **Period of engagement:** a) Engagement shall be for a period of 1 year.
2. The candidates selected will be paid fixed remuneration (consolidated salary) and no other allowances and benefits will be paid.
3. **Leave:** (a) Contractual manpower will be entitled for 1 day leave each calendar month.  
(b) No remuneration for the period of absence in excess of the admissible leave will be paid to the contractual manpower. Un-availed leave cannot be carried forward nor encashed.
4. **Confidentiality and Integrity:** (a) Intellectual Property Rights (IPR) of all information/data collected as well as deliverables produced for the Academy shall remain with the Academy.  
(b) Contractual manpower shall not, directly or indirectly, communicate or reveal to any person or persons any matter collected for the purpose of his/her assignment or during the course of his/her assignment, without the express written consent of the Academy.  
(c) Contractual manpower shall not represent or give opinion or advice in any matter which is adverse to the interest of this Academy. He/she is not permitted to take up any other assignment during his/her period of engagement.
5. **Termination of Engagement:** (a) The engagement of contractual manpower is purely on temporary basis and they will not be entitled for any benefit/compensation/absorption/regularization of service in the Academy.  
(b) The Academy may terminate the engagement of contractual manpower on the following conditions:
  - (i) The contractual manpower is unable to address/ deliver the assigned work.
  - (ii) The quality of work is not to the satisfaction of the Academy.
  - (iii) The contractual manpower fails in timely achievement of the milestones as decided by the Academy.
  - (iv) The contractual manpower is found lacking in honesty and integrity.
 (c) The contractual manpower will give one month notice for leaving the services of the Academy. Engagement may be terminated at any time by the Academy without assigning any reason and without prior notice.  
(d) The contractual manpower will hand over all the documents, keys and all official equipments etc. if any, to the Academy and submit a No dues Certificate before the final payment is released by the Academy.
6. **Selection Procedure:** Based on qualification, experience and performance in the interview, the candidate will be selected.
7. **Other Conditions:** a) The application form is available on Academy's website [www.insaindia.res.in](http://www.insaindia.res.in) under the head 'Career'.  
b) Candidates are required to possess a valid active email ID and mobile number which is to be filled in the application form correctly and legible. The Academy will not be responsible for bouncing of any mail sent to the candidates.  
c) The Academy has the right to cancel the advertisement, and not go for engagement of any Contractual manpower, at any stage. It may accept or reject any or all applications, without giving any reasons thereof, whatsoever.  
d) The Academy has the right to review these guidelines as and when the circumstances warrant, with the approval of the Competent Authority.  
e) Their performance will be reviewed for extension if required, after one year.



## अनुबंध के आधार पर नियुक्ति के लिए आवेदन

**Name of the Post : अधिकारी / Officer**

सेवा में/ To,  
उप कार्यकारी निदेशक-I (वित्त एवम् प्रशासन)  
The Deputy Executive Director-I (F & A),  
भारतीय राष्ट्रीय विज्ञान अकादमी  
Indian National Science Academy,  
बहादुर शाह ज़फ़र मार्ग/ Bahadur Shah Zafar Marg,  
नई दिल्ली/ New Delhi-110002

स्वयं द्वारा अनुप्रमाणित  
हाल ही का पासपोर्ट  
आकार का फोटोग्राफ/  
Affix self attested  
recent Passport  
Size Photograph

मोहदय/Sir,  
विज्ञापन सं. .... दिनांक ..... के संदर्भ में, भारतीय राष्ट्रीय विज्ञान अकादमी में  
के पद पर नियुक्ति के लिए कृपया मेरा आवेदन स्वीकार किया जाए। मेरा

विवरण नीचे दिया गया है:

With reference to the Adv. No. .... dated ....., my application for engagement  
as ..... in Indian National Science Academy may kindly  
be accepted. My details are given below:

### बायोडाटा/ CURRICULUM VITAE

क्र. सं. S.No.	विवरण/ Particulars	आवेदक द्वारा भरा जाना है/To be filled by the Applicant
1.	नाम/ Name (बड़े अक्षरों में/in BLOCK letters)	
2.	पिता/पति का नाम/ Father's /Husband's Name	
3.	जन्मतिथि/ Date of Birth	
4.	टेलीफोन/मोबाइल नंबर/ Telephone/Mobile Number	
5.	ई-मेल पता/ Email Address	
6.	पत्राचार के लिए पता/ Address for communication	
7.	स्थायी पता/ Permanent Address	
8.	वर्तमान आयु ( वर्ष /महीना)/ Present Age (yy/mm) (दिनांक 22.01.2026 को/ As on 22.01.2026)	



9.	शैक्षिक/तकनीकी योग्यता/ Educational/Technical Qualification	
10.	अनुभव/ Experience	
11.	कंप्यूटर ज्ञान का विवरण/ Details of computer knowledge	

\*यदि आवश्यक हो तो अतिरिक्त शीट संलग्न करें/Attach additional sheet if required.

ऊपर दी गई जानकारी सत्य है। मैंने अनुबंध-1 में उल्लिखित नियम और शर्तों को ध्यानपूर्वक पढ़ा है और वे मुझे स्वीकार्य हैं। मैं प्रमाणित करता हूँ / करती हूँ कि आज की तारीख तक मेरे विरुद्ध कोई अनुशासनात्मक/आपराधिक कार्यवाही लंबित नहीं है/ The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure- I and are acceptable to me. I certify that no disciplinary/criminal proceedings are pending against me, as on date.

स्थान/ Place :

तारीख/ Date :

(आवेदक के हस्ताक्षर/ Signature of the Applicant)



## सेवानिवृत्त व्यक्तियों के लिए अतिरिक्त डेटा

### Additional data for retired persons

क्र. सं. S.No.	विवरण/ Particulars	आवेदक द्वारा भरा जाना है/To be filled by the Applicant
1.	भारत सरकार की सेवा में शामिल होने की तारीख Date of joining Govt service	
2.	सेवानिवृत्ति की तारीख Date of Retirement	
3.	जिस पद से सेवानिवृत्त हुए Name of the Ministry/Department from which retired	
4.	उस मंत्रालय/विभाग का नाम जिससे सेवानिवृत्त हुए	
5.	अंतिम आहरित वेतन (कॉपी साथ में लगाएँ) Last pay drawn (enclose copy)	
6.	पीपीओ संख्या (प्रतिलिपि संलग्न करें) PPO Number (enclose copy)	
7.	सर्विस के दौरान किए गए कार्यों की प्रकृति*/अनुभव	

\*यदि आवश्यक हो तो अतिरिक्त शीट संलग्न करें।

\*Attach additional sheet if required.

ऊपर दी गई जानकारी सही है। मैंने अनुबंध-1 में दी गई शर्तों और निबंधनों को ध्यान से पढ़ लिया है और वे मुझे मंजूर हैं। मैं प्रमाणित करता/करती हूँ कि आज की आज की तारीख में मेरे खिलाफ कोई अनुशासनात्मक/ आपराधिक कार्यवाही नहीं है।

The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure- 1 and are acceptable to me. I certify that no disciplinary/criminal proceedings are pending against me, as on date.

स्थान/ Place

तारीख/ Date

(आवेदक के हस्ताक्षर)

(Signature of the Applicant)





भारतीय राष्ट्रीय विज्ञान अकादमी  
INDIAN NATIONAL SCIENCE ACADEMY  
बहादुर शाह ज़फर मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002  
वेबसाइट/ Website : [www.insaindia.res.in](http://www.insaindia.res.in)

### भर्ती सूचना / RECRUITMENT NOTICE

भारत सरकार के विज्ञान और प्रौद्योगिकी विभाग की वृत्तिक निकाय, भारतीय राष्ट्रीय विज्ञान अकादमी, एक वर्ष की प्रारंभिक अवधि के लिए अनुबंध के आधार पर सचिवालय के लिए अधिकारी के पद के लिए आवेदन आमंत्रित करती है। विस्तृत नियम और शर्तें तथा आवेदन प्रपत्र इन्सा की वेबसाइट [www.insaindia.res.in](http://www.insaindia.res.in) पर उपलब्ध हैं। पात्रता मानदंडों को पूरा करने वाले इच्छुक सेवानिवृत्त व्यक्ति सभी सहायक दस्तावेजों के साथ दिनांक 22 जनवरी, 2026 को या उससे पहले ईमेल [insa.admin@insa.nic.in](mailto:insa.admin@insa.nic.in) के माध्यम से प्रोफोर्मा आवेदन जमा कर सकते हैं।

Indian National Science Academy, Professional Body of Department of Science & Technology, Govt. of India invites applications for the post of Officer for the Secretariat on contractual basis for an initial period of one year. Detailed terms and conditions and application Form are available on INSA website [www.insaindia.res.in](http://www.insaindia.res.in). Willing retired person fulfilling the eligibility criteria may submit proforma application through email [insa.admin@insa.nic.in](mailto:insa.admin@insa.nic.in) on or before 22<sup>nd</sup> January, 2026 with all supporting documents.

उप कार्यकारी निदेशक-1 (वित्त एवं प्रशासन)

Dy. Executive Director-I (F&A)

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08/01/26