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

No.: INSA/Admin/2026-27/ 758
6th November, 2026

Applications are invited for the following posts on a purely contractual basis for a period of one year to manage the Human Resource and Development activities of Indian National Science Academy (INSA). Salary will be decided by the selection committee on the basis of his/her qualification and experience.

(1) Assistant (Publications)

Number of Post: 02 (Two)

Educational Qualification: Masters' degree in any discipline with minimum 55% marks from a recognized University or a Bachelor's degree in any branch with minimum 60% marks from a recognized university.

Work Experience:

Minimum 3 (three) years' experience in case of Bachelors' or one (1) year in case of Masters' in editing, proof reading and publishing science journals/science magazines/science books in Central/State Governments/ Autonomous organization/Universities/Reputed organization with working knowledge of computer applications.

Age Limit: Not exceeding 40 years as on date of advertisement.

(2) Project Associate-I/Senior Project Associate

Number of Post: 02 (Two)

Educational Qualification: A Bachelors' degree in Commerce with minimum 60% marks or masters' degree from a recognized University with 50% marks.

Work Experience:

Minimum 4 (four) years' experience in Finance and Accounts Section in Central/ State Govt./Autonomous Organization/ Universities/ Reputed Organizations in case of Bachelors' Or Minimum 2(two) year experience in Finance and Accounts Section in Central/State Govt./ Autonomous Organization/ Universities/ Reputed Organizations for person holding Postgraduate Degree in Commerce/ MBA (Finance). Internship in Finance & Accounts /CA article ship will also be considered as experience.

Desirable: Diploma in Computer Applications.

Age Limit : Not exceeding 40 years as on date of advertisement.

(3)System & Network Support Engineer

Number of Post: 01 (One)

Educational Qualification: B.Tech / BE in Computer Science, IT, Electronics, or related branch, or BCA / MCA / M.Sc. (IT)/ M.Tech, MSc (Computer Science)

Work Experience:

Minimum 5 years of relevant experience in:

- Office System & network maintenance and troubleshooting, managing and coordinating with AMC engineers and handling open resolution calls, Antivirus/endpoint protection updates and system patching, Internet and LAN/WAN connectivity support.
- Server/storage/device support, Network cabling, switch configuration, and structured network upgrade work (preferred), e-Office implementation/support (preferred).
- Online / hybrid meeting arrangements on tools like: Webex, Zoom, Google Meet etc.

Essential Skills:

- Good working knowledge of network and system maintenance in an office environment.
- Basic understanding of L3 switches, structured cabling, LAN management, Wi-fi management, firewall/antivirus, and system updates.
- Strong noting, drafting, documentation, and email communication skills.
- Ability to prepare technical notes, call logs, status reports, and coordinate with vendors.

Desirable Qualifications:

- CCNA / Network+ / equivalent networking certification.
- Experience in a government office IT environment.
- Exposure to e-Office, digital workflows, and user migration support.

Age Limit: Not exceeding 40 years as on date of advertisement.

(4) Assistant (Administration)

Number of Post: 01 (One)

Educational Qualification: Masters' degree in Science with minimum 55% marks from a recognized University or a Bachelor's degree in Science with minimum 60% marks from a recognized University.

Work Experience:

Minimum 3 (three) years' experience in case of Bachelors' or one (1) year in case of Masters' in HR/Administration/Establishment in Central/State Governments/ Autonomous organization/Universities/Reputed organization with working knowledge of computer applications.

Age Limit: Not exceeding 40 years as on date of advertisement.

(5) Project Associate (INSPIRE)

Number of Post: 01 (One)

Educational Qualification: Master's degree in any branch with minimum 55% marks from a recognized University or a Bachelor's degree with minimum 60% marks from a recognized university.

Proficiency: English/Hindi Typing speed (30 wpm), Good knowledge of MS office (Excel, Powerpoint, Word) etc.

Age Limit: Not exceeding 40 years as on date of advertisement.

(6) Principal Project Associate

Number of Post: 01 (One)

Educational Qualification: Masters' degree in Science having three years' experience in Government organization/reputed organization.

Age Limit: Not exceeding 40 years as on date of advertisement.

Applications are invited from the candidates till 21st November, 2026 (Saturday), 6.00 p.m. through email at insa.admin@insa.nic.in. The candidates must submit the applications along with the supporting documents to the mentioned email ID. The hard copies may also be sent to the undersigned Indian National Science Academy, Bahadur Shah Zafar Marg, New Delhi-110002

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

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

ANNEXURE-I

General Terms and Conditions:

1. **Period of engagement:** a) Engagement shall be for a period of 1 year which can be extended further subject to requirement of Academy on the basis of performance of the candidate.
2. The candidates selected will be paid fixed remuneration/ consolidated salary per month and no other allowances and benefits will be paid.
3. **Leave:** (a) Contractual manpower will be entitled as per Academy guidelines.
   (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 enchased.
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 equipment's 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.

Other Conditions: a) The application form is available on Academy's website www.insaindia.res.in under the head 'Career'.

b) Interested 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 email 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.

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