

ADVT. NO. : 18/2010
(APPLY ON OR BEFORE DECEMBER 27, 2010)

Recruitment for the post of “Registrar” & “Deputy Registrar (Finance & Accounts)”

Indian Institute of Science Education and Research (IISER), Pune, is a premier autonomous Institution established by the Ministry of Human Resource Development, Government of India, for promotion of high quality science education and research in the country. The Institute invites applications for the following positions from Indian nationals possessing excellent academic record and relevant work experience:

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| Post-1 | Registrar – 1 post (Un-reserved) |
| Pay Scale | Pay Band – 4 (Rs. 37,400-67,000) + Grade Pay Rs. 10,000/- |
| Qualification | Postgraduate degree with at least 55% marks or its equivalent grade of ‘B’ in the UGC 7 point scale. |
| Experience | At least 15 years of experience in post carrying Grade Pay / Academic Grade Pay of Rs. 7,000/- and above along with experience in educational administration OR Comparable experience of equivalent grades in research establishment and/or other institutions of higher education OR 15 years of administrative experience in a University / R & D Institution / Government Organization / Autonomous Body under the administrative control of Government of India of which at least 8 years as the Deputy Registrar or an equivalent post in the PB-3 in Grade Pay of Rs. 7600/- and above. |
| Desirable | Degree in Law / Management. Proven experience in Human Relations Management, Personnel Management preferably in large Educational or Research Institute and experience in all aspects of academic administration. |
| Job Description | Registrar is expected to participate in decision making process at the conceptual level. He will be over-all in-charge of Administration, Finance & Accounts, Stores and Purchase, Contract Services, Estate etc. and is also expected to provide administrative support to the Director. He may also be called upon to take up other duties assigned by the Director of the Institute from time to time. |
| Age | 50 years as on closing date of advertisement |

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| Post-2 | Deputy Registrar (Finance and Accounts) – 1 post (Un-reserved) |
| Pay Scale | Pay Band – 3 (Rs. 15,600-39,100) + Grade Pay Rs. 7,600/- |
| Qualification | Post Graduate Degree in Commerce or allied disciplines with minimum 55% marks or its equivalent grade of 'B' in the UGC 7 point scale. |
| Experience | <p>9 years of experience in post carrying Grade Pay / Academic Grade Pay of Rs. 6,000/- and above or in an equivalent post with experience in Finance and Accounts management in large organizations preferably in Government / University / Public Sector Undertaking / Autonomous Research or Academic Institution.</p> <p style="text-align: center;">OR</p> <p>Comparable experience of equivalent grades in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>5 years of administrative experience in the relevant field as Assistant Registrar or in an equivalent post</p> <p>Candidates with relevant work experience at equivalent grades/levels in reputed private sector organizations can also be considered</p> |
| Desirable | Knowledge of the Central Government Rules related to Finance and Accounts including FR & SR, GFR, Audit, service conditions. Working experience in computerized accounting system and accounting software. |
| Job Requirements | Budgeting, management of funds, bank reconciliation, cash and banking operations, pay roll management, foreign exchange transactions, closing of annual books of accounts, statutory returns, etc. |
| Age | 45 years as on closing date of advertisement |

General Information / details about the posts:

- 1) The above posts are as per the Central Government pay scales and carry allowances like Dearness, House Rent and Transport as per Govt. of India rules.
- 2) The posts are covered under New Pension Scheme of Govt. of India and will be eligible for other benefits like Medical, LTC, Children Education etc. as per the Government / Institute norms.
- 3) The qualification prescribed should have been obtained from recognized Universities/ Institutions. Relaxation in educational qualification and / or experience will be considered in case of exceptionally meritorious applicants with prior approval of the Competent Authority.
- 4) Age relaxation will be considered in case of SC/ST/OBC/Physical handicapped and Ex-servicemen applicants as applicable but for Post-1, age shall not be more than 55 years as on closing date of the advertisement in any of the above cases. For post-2, the age criteria may be relaxed commensurate with relevant work experience with the approval of the Competent Authority.

- 5) Preference will be given for filling the posts on deputation basis on Foreign Service terms in case of the applicants working in Govt. organization/Public sector undertaking/ Govt. funded research agencies. Pay of such incumbent will be protected as per Govt. of India rules.
- 6) Applicants working in Govt. organization/Public sector undertaking/ Govt. funded research agencies should forward their application through proper channel. However an advance copy of the application should be sent before the last date. Pay of such incumbent will be protected as per Govt. of India rules.
- 7) The prescribed essential qualifications/experience indicated are bare minimum and mere possessions of same will not entitle the applicants to be called for interview. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the Institute to interview all the applicants. The Institute may restrict the number of applicants to be called for selection process to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The applicants should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications / experience prescribed along with attested photocopies of marks sheets / certificates.
- 8) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 9) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for..
- 10) **Application not in the prescribed format, incomplete in any respect and not accompanied by relevant certificates / documents / photograph will be summarily rejected.**

HOW TO APPLY:

Interested applicants may apply in the prescribed application format available [under this advertisement](#).

The completed Application in the prescribed format and copies of relevant certificates and other testimonials in support of age, qualification, experience, caste-validity etc. should be sent in a closed envelope superscribing "Application for the post of _____" to **The Registrar, Indian Institute of Science Education and Research, Central Tower, Sai Trinity Building, Sutarwadi Road, Pashan, Pune 411 021** so as to reach on or before **December 27, 2010**.

Advt. No. 18/2010 : IISER-P/Rect/03_12_2010

Director