

**ADVT. NO. : 19/2012**

**RECRUITMENT FOR THE POST OF “REGISTRAR”**

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 post of “**Registrar**” from Indian nationals possessing excellent academic record and relevant work experience working in Govt. organizations/Public sector undertakings/ Govt. funded research agencies etc.

The details about the post are as under:

<b>Post</b>	<b>Registrar – 1 post (Un-reserved)</b>
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 <p style="text-align: center;"><b>OR</b></p> Comparable experience of equivalent grades in research establishment and/or other institutions of higher education <p style="text-align: center;"><b>OR</b></p> 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	Incumbent is expected to participate in decision making process at the conceptual level. The incumbent 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. The incumbent 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
Last date of application	1] For filling online application: September 21, 2012. 2] For receiving hard copy of the application along with necessary enclosures: September 28, 2012.

**Note: In case suitable candidates are not available for consideration for the grade pay of Rs. 10000, the post will be filled up in the grade pay of Rs. 8700, with relaxation in experience as follows:**

At least 10 years of experience in a 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**

10 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 5 years as Deputy Registrar or an equivalent post in the PB-3 in Grade Pay of Rs. 7600/-.

### **General Information / details about the post**

- 1) The above post is as per the Central Government pay scales and carry allowances like Dearness, House Rent and Transport as per Govt. of India rules.
- 2) Preference may be given to those applicants who are willing to join on deputation terms.
- 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 in any case age shall not be more than 55 years as on closing date of the advertisement.
- 5) 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.
- 6) 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 call all the applicants for interview. 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.
- 7) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 8) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for..
- 9) 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 candidates may apply online on or before **September 21, 2012** in the prescribed application. Click on the link "**Apply Online**" available under this advertisement.

After you complete the application, click on the "Preview" button. Please see the print preview from browser and adjust page margins if printable area is not covered.

Go to the end of the preview page and before submitting the application click on the "Print" button to take the printout of the filled application.

Once you submit the application, you will not be able to retrieve the application for printing / editing / reference.

Please paste the latest passport size color photograph on the printed application and forward the same along with copies of relevant certificates and other testimonials in support of age, qualification, caste, experience etc. in a closed envelope superscribing "Application for the post of "Registrar" 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 September 28, 2012.**

**Advt. No. 19/2012: IISER-P/Rect/21\_08\_2012**

**Director**