

R/14014/1/11-HR

30 August 2018

Indian Institute of Science Education and Research Thiruvananthapuram (IISER TVM) invites application from eligible Indian nationals for the post of **REGISTRAR**.

No. of Posts	1 (One)
Scale of Pay	Level – 14
Mode of recruitment	On deputation / contract basis for a period of five (5) years (The candidates applying on deputation basis should have minimum 5 years of residual service as per the service conditions of the parent department).
Job Description	<p>The incumbent is expected to participate in process at the conceptual level. He / She will be over-all in-charge of General Administration, Academic Administration, Finance & Accounts, Stores and Purchase, Engineering & Estate etc. and is also expected to provide administrative support to the Director.</p> <p>The incumbent may also be called upon to take up other responsibilities as assigned by the Director from time-to-time.</p>
Minimum Essential Educational Qualification & Experience	<p><u>Educational Qualification</u></p> <p>Masters' degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p><u>Experience</u></p> <p>15 years of administrative experience (post qualification) in an Academic/R&D Institution/Government Organization/Autonomous Body of which 8 years shall be as Deputy Registrar in Pay Level 12 (as per 7th CPC) (PB-3, GP – 7,600/- as per 6th CPC) or an equivalent post.</p> <p style="text-align: center;">OR</p> <p>At least 15 years' of experience (post qualification) as Assistant Professor in the academic pay level 11 (PB-3 with AGP of Rs.7000/- as per 6th CPC) and above or with 8 years of service in academic pay level 12 (PB-3 with AGP of 8000/-) and above including as Associate Professor along with experience in educational administration.</p>

	OR
	Comparable experience (post qualification) in research establishments and/or other institution of higher education with experience of dealing with Administration, Finance & Accounts, Labour Management etc.
	<u>Desirable Qualifications / Experience</u>
	i) Degree in Law/Management/Engineering.
	ii) Proven experience in Human Relations Management, Personnel Management preferably in a large educational or research institute and experience in all aspects of academic administration.
	iii) Experience in handling computerized administration/Legal/ Financial / establishment matters.
Age Limit	57 years

General Conditions & Instructions:

1. The qualification, experience claimed and age limit prescribed will be reckoned **as on the last date of receipt of online application i.e 30 September 2018.**
2. The advertised post is as per the Central Government pay scales **according to 7th CPC** and carries usual allowances like DA, HRA, Transport Allowance etc.
3. The advertised post is also eligible for other benefits like Medical Reimbursements, LTC, etc. as per the Institute norms as decided by the BoG of the Institute from time to time.
4. This advertised post is covered under New Defined Contributory Pension Scheme as per the Govt. of India, Ministry of Finance Notification No.5/7/2003-ECB&PR dated 22nd December, 2003 (not applicable in case of deputation).
5. **The prescribed Qualifications / Experience indicated are the minimum and mere possession of the same will not entitle the candidates to be called for written test and or interview. Where number of applications received in response to the advertisement is large, the Institute may at the liberty to restrict the number of candidates to be called for written test and/or interview to a reasonable limit on the basis of qualifications and experience in the Central Government sector and/or higher than the minimum prescribed in the advertisement. The applicants should, therefore, furnish details of all qualifications and experience, and upload the scanned copies of all certificates.**



6. Experience claimed will be reckoned from the date of obtaining **minimum essential educational qualification**. The period of appointment as apprentice / trainee / fellow / research associate will not be considered for counting the experience.
7. The experience certificate should be issued in the organization letter head and should have clear mention about the post held, nature of job, period of employment **and pay scale**. The experience certificate should bear the signature, name and seal of the issuing authority. The experience certificate should be in the format as per **Annexure-I**.
8. The equivalent pay, wherever claimed, will be calculated as the sum of initial pay as per the respective pay scales / CPC at the time of employment.
9. The application has to be submitted through online as per instructions given below at Para 23. Incomplete applications and applications not supported by relevant documents as claimed in the application will be summarily rejected. The submission of only online application will be considered as incomplete application. The online application with attachments will be considered for further processing only if the **hard copy** as prescribed under Clause 23 below is received before the dates prescribed.
10. As an institution of national importance, IISER TVM strives to have a workforce which reflects an all-India character and hence candidates from all over the country are encouraged to apply. Female candidates are especially encouraged to apply so as to have a workforce which also reflects gender balance.
11. Application fee of Rs. 500/- is payable by all applicants, except SC, ST, PWD and Female candidates. The payment is to be made online only. **Application fee once remitted will not be reimbursed.**
12. Candidates working in Govt. organization/ Semi. Government Organizations should forward the application through proper channel.
13. Candidates working in Govt. organization/ Semi. Government Organizations can submit the advance application along with applicable fees. However, their applications will be considered only when the same is received through **proper channel, before the due date of submission of hard copy of application.**
14. Applications incomplete in any respect and/or not accompanied by relevant certificates / documents / photograph/application fee / experience certificate in the prescribed format and application received after last date of submission will be summarily rejected.



15. The institute reserves the right not to fill up the vacancy advertised without assigning reasons thereof.
16. Canvassing in any form and/or bringing any influence will be treated as a disqualification.
17. List of shortlisted candidates for further selection process will be published in the Institute's website and they will be communicated through e-mail as well. No other written communication will be made in this regard. Hence email-id and mobile no. of candidates are mandatory to be mentioned in the application form. Candidates are requested to regularly visit the Institute website i.e., www.iisertvm.ac.in, for updated information regarding the recruitment.
18. The shortlisted candidates have to produce the original documents in support of the claims in the applications regarding their educational qualification, experience etc. which will be verified prior to selection process and those who are not in possession of the original documents as claimed in the applications will not be allowed to participate in the selection process.
19. TA / DA will be paid for those attending the selection process restricted to the II AC fair for the shortest route.
20. The Institute reserves the right to regularize / modify the pay scales or other service conditions, if found necessary later on, due to any change in the policy as decided by the BoG of the Institute or the Government of India.
21. Interim correspondences / telephone enquiry will not be entertained.
22. Interested candidates may apply online thorough the link under openings at www.iisertvm.ac.in.

23. HOW TO APPLY:

Step-1: Register for creating User ID and Password for online application in Institute website. The online applications can be submitted till 23.59 Hrs on **30 September 2018.**

Step-2: Fill the online application form complete in all respect and submit the same online. You can save before final submission to edit/review any field. No change is permissible after submission.

Step-3: After submission of form, payment gateway will open for payment of fee, if applicable (not applicable for SC/ST/PWD/Female candidates). Follow the instructions carefully for payment of fee. Without payment of fee, application will not be accepted / considered.



Steps to make payment

Login in to: SBI Collect (new version)

	Details to be given
State of Corporate/Institutions	Kerala
Type of Corporate/Institution	Educational Institution
Educational Institutions name	IISER Thiruvananthapuram
Select payment category	Recruitment Fee

Step-4: Take a print-out of the completed application form, attach the proof of payment and forward the same along with self-attested copies of certificates for educational qualification and experience, as claimed in the application, by **Registered / Speed Post only** (This Institute will not be responsible for postal delays, if any) in a sealed cover super scribing "**Application for the post of Registrar**" on or before **15 October 2018** in the following address:-

**The Director
IISER TVM
Maruthamala P.O, Vithura
Thiruvananthapuram – 695551"**

D. Ramesh Babu
Director
30/10/2018

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(To be issued in organizational letter head)

SERVICE –CUM – EXPERIENCE CERTIFICATE

It is hereby certified that Dr./Mr./Mrs./Ms. _____
has worked/is working in this organization, viz. _____
_____ and the details of his/her
employment is as furnished below :-

Designation / Post Held	Pay Scale (mention the relevant CPC & Pay Band / Grade Pay / Pay level wherever applicable)	Period of employment		Nature of duties performed / being performed
		From	To	

Further certified that, Dr./Mr./Mrs./Ms.----- has not suffered any punishment and no disciplinary or criminal case is pending/ contemplated against him/her at this organization and his / her date of retirement as per service rules of this organization / department is on _____.

(Signature of the issuing officer with name & Seal)

Place:

Date :