



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान, तिरुवनंतपुरम

(मानव संसाधन विकास मंत्रालय, भारत सरकार के तहत स्वायत्त संस्था)

सी.ई.टी. परिसर, तिरुवनंतपुरम - 695016

**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH,
THIRUVANANTHAPURAM**

(An Autonomous Institution under MHRD, Government of India)
CET Campus, Thiruvananthapuram-695016

No.____/2013

01 July 2013

RECRUITMENT NOTIFICATION

The Indian Institute of Science Education and Research Thiruvananthapuram (IISER-TVM) is one of the five IISERs recently established by Ministry of Human Resources Development, Government of India and incorporated as an institute of national importance under the National Institute of Technology (Amendment) Act, 2012 for fostering the higher education and research in science of the best standards. The institute invites applications from Indian nationals for appointment to the post of **Registrar** on deputation basis.

2. Details of Post and Job Description:

(1) The Registrar is the Ex-officio Secretary of the Board of Governors, Senate and other statutory committees of the institute and is the custodian of records, funds and other assets and properties of the Institute as the Board of Governors may assign. She/he is in overall charge of all aspects of administration of the Institute including personnel, finance, purchase and stores and estate. She/he is directly responsible to the Director and is to perform such other duties as may be specified in the statutes/regulations of the Institute or as may be assigned by the Director. The Registrar has to provide an enabling and facilitating role to promote excellence in education and research in science of the highest standards commensurate with an institute of national importance.

(2) **Salary:** The post carries the pay scale in Pay Band of Rs. 37,400-67,000(PB-4) with Grade Pay of Rs.10,000/-per month with deputation and other admissible allowances and benefits as applicable to Central Government employees.

3. Basic Eligibility (Qualification, Experience, Age) and Desirable Attributes:

(i) Qualification:

Master's degree or equivalent with at least 55% marks or its equivalent grade.

(ii) Experience:

- (a) At least 15 years' of experience as Assistant Professor in the AGP of Rs 7000 and above or with 8 years' of service in the AGP of Rs 8000 including as Associate Professor and above along with experience in Educational Administration, **or**
- (b) Comparable experience in government research establishment or institutions of higher education, **or**
- (c) At least 15 years of administrative experience of which 8 years shall be as Deputy Registrar or and equivalent post in the GP of Rs 7600 and above in a University / R&D Institution / Government service / Autonomous organisation funded by the Government

Note: The equivalent/pre-revised pay-scales will be considered, as the case may be.

(iii) Age: The applicant should have 4 years of service before superannuation in her/his parent organisation on the last date of receipt of application.

(iv) Desirable attributes:

The position provides opportunities and challenges for application of efficient contemporary systems and processes for facilitating faculty and student community in their academic and scientific endeavours.

The following desirable attributes are indicated:

- Administrative experience in residential Academic / R&D institution with sound knowledge of Central Government Rules relating to Academic and General Administration, Establishment & Service conditions, Financial Rules, Legal matters and Campus administration.
- Aptitude for working in scientific academic community striving for excellence as a crucial facilitator for professional fulfilment;
- Outlook for adaptive management, innovation and application of best practices of academic and research institutions in the public sector;
- Abilities for inter-departmental coordination and team leading;
- Experience in IT enabled /computerised administration facilities.

4. Mode and tenure of appointment: Deputation on foreign service terms as per Government of India rules and guidelines with initial tenure of 3 years and extendable by 2 years.

5. Other Terms & Conditions:

- i) The candidate must be a citizen of India.
- ii) The eligibility qualifications, experience and age will be reckoned as on the last date prescribed for receipt of applications. Relaxations and concessions in eligibility will be in accordance with Government of India Rules.
- iii) The post carries pay and allowances and other benefits like Leave, LTC etc. as admissible to Central Government employees posted at Thiruvananthapuram.
- iv) The institute is currently functioning at the Transit Campus in the College of Engineering, Thiruvananthapuram and is to shift to its permanent campus at Vithura situated 45 km from Thiruvananthapuram City where the campus construction is in progress. The headquarters of the post shall be at Vithura eventually when the institute moves there. The Registrar will be required to reside in the permanent campus at Vithura when the Institute moves there.
- v) Applications are to be submitted through proper channel and advance copy of the application along with enclosures as required may be sent to reach within the prescribed last date. Those whose applications are not received through proper channel or who are unable to forward their application through proper channel will be required to produce a No-objection Certificate from their employer at the time of interview, if called for the same.
- vi) The appointment will be done on the recommendation of a duly constituted Selection Committee. The applications received in response to the advertisement will be scrutinized and the short-listed candidates only will be called for interview. Merely fulfilling the requirements given in the advertisement will not automatically entitle any candidate to be called for interview. Minimum requirement of qualifications and/or experience may also be relaxed in respect of outstanding candidates and/or in the case of persons already holding analogous positions. The Institute reserves its right to consider anyone it deems fit

for the above position and need not necessarily confine itself to those who respond to this advertisement. The decision of the Institute in all matters shall be final and institute shall not be obliged to assign reasons therefor to the applicants.

vii) To-and-fro rail fare by the shortest route, limited to AC-II Tier class will be paid to the candidates called for interview.

viii) A one page write-up of the applicant's appreciation of the role and functions of the post of Registrar, her/his perception of contributing to the development of the Institute and how she/he is considered to be suited for the post, should accompany every application.

.ix) Incomplete applications or applications without copies of certificates or applications received after the last date are liable to be rejected.

.x) Canvassing in any manner may entail disqualification of the candidature.

6. HOW TO APPLY: Interested candidates may apply in the prescribed format available at the website: www.iisertvm.ac.in: under Openings - Administration The completed application along with the one page write-up (refer 5 (viii) above) and necessary enclosures should be sent in a closed cover superscribing "**Application for the post of REGISTRAR**" to the Registrar, Indian Institute of Science Education and Research Thiruvananthapuram, CET Campus, Engineering College P.O. Thiruvananthapuram - 695016, Kerala so as to reach **on or before 19th August, 2013.**

Sd/-
REGISTRAR