



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI

(An Autonomous Institute under Ministry of Human Resource Development, Govt. of India)
Rami Reddy Nagar, Karakambadi Road, Mangalam B.O., Tirupati – 517 507

ADVT. NO.: 22/2018

(APPLY ON OR BEFORE DECEMBER 10, 2018)

Recruitment for the post of “Registrar” at IISER TIRUPATI

Indian Institute of Science Education and Research (IISER), Tirupati, 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 online applications for the following position from Indian nationals possessing excellent academic record and relevant work experience:

Post-1	Registrar [1 post. Un-reserved] – (Deputation / Contract)
Tenure of appointment	Fixed term not exceeding five years or till attaining the age of 62 years whichever is earlier.
Pay Scale	Level 14 of the Pay Matrix as per 7 CPC
Qualification	Masters' degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University / Institute.
Experience	<p><u>Appointment on contract:</u></p> <ol style="list-style-type: none">1) At least 15 years' experience as Assistant Professor in the AGP of 7000 (6th CPC) / Academic Level 11 (7th CPC) and above or with 8 years of service in the AGP of 8000 (6th CPC) / Academic Level 12 (7th CPC) and above including as Associate Professor along with experience in educational administration, or2) Comparable experience in research establishment and/or other institutions of higher education, or3) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent. <p>Desirable:</p> <ol style="list-style-type: none">1) Qualification in area of Management / Engineering / Law2) Experience in handling computerized administration / legal / financial / establishment matters. <p><u>Deputation:</u></p> <p>Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institutes of national importance or Govt. laboratory or PSU:-</p> <ol style="list-style-type: none">a) i) Holding analogous post or ii) With at least 3 years regular service in posts with GP of Rs. 8700 (6th CPC) / Level 13 (7th CPC) or equivalent; andb) Possessing educational qualification and experience as prescribed for appointment on contract.



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Job Description	Registrar is the custodian of records, property and Funds of the Institute. Secretary of BoG, Finance Committee & Senate. To perform duties as may be assigned under the NITSER Act, IISER Statutes (or) by the Director. Liaisoning with the local administration/authorities for construction and development of permanent campus. Registrar is also expected to participate in decision making process at the conceptual level. He will be the over-all in-charge of Administration, Finance & Accounts, Stores and Purchase, Contract Services, Estate etc. The Registrar shall be responsible to the Director for the proper discharge of his functions. He may also be called upon to take up other duties assigned by the Director of the Institute from time to time.
Age	Preferably below 57 years as on closing date of advertisement

GENERAL INFORMATION/DETAILS ABOUT THE POST

- 1) Candidates should satisfy themselves before applying that they possess the qualification and experience etc. laid down in the advertisement.
- 2) The applicant will be responsible for the authenticity of submitted information/documents and photograph. It is the responsibility of the candidate to assess his/her own eligibility to the post in accordance to the advertisement, if it is detected at any time in future, during the process of selection or even after appointment that the candidate was not eligible as per the prescribed Recruitment Rules of the Institute which could not be detected at the time of selection for whatsoever reason; his/her candidature/appointment shall be liable to be cancelled/terminated immediately.
- 3) Post is as per the Central Government pay scale and carry allowances like House Rent, Transport and Children's Education as admissible to Central Government employees of the respective pay level posted in Tirupati. TA & HRA is paid as per the 6th CPC pending instructions from the MHRD for revision as per the 7th CPC.
- 4) Post is covered under New Pension Scheme of Govt. of India and incumbent will be eligible for other benefits like Medical, CEA, LTC, etc. as per the Government / Institute norms.
- 5) The qualification prescribed should have been obtained from recognized Universities / Institution.



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- 6) Age relaxation as admissible as per Govt. of India norms shall be considered subject to maximum of 57 years as on closing date of advertisement. Candidates seeking reservation benefit must ensure that they are entitled for the same and they possess valid certificates in the prescribed format.
- 7) The Institute reserves the right not to fill the post advertised and rejecting any or all of the applications without assigning any reason thereof.
- 8) Application from the candidates working in Government Departments, Public Sector Undertakings and Government Funded Research Agencies must be sent through proper channel and with a clear certificate that the applicant will be relieved within one month of receipt of appointment order, if selected. However, an online application to be submitted before the last date as an advance copy. They are required to submit NOC at the time of appearing for Interview.
- 9) The prescribed Essential Qualifications / Experience indicated are bare minimum and mere possession of same will not entitle the candidates to be called for interview / selection process. Where number of applications received in response to an advertisement is large, it may not be convenient or possible to call all the candidates. The Institute may restrict the number of candidates to be called for written exam / skill test / interview to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish full details of qualifications and experience possessed in the relevant fields, over and above the minimum prescribed. Documentary evidences will be verified during the selection process.
- 10) Relaxation in age, educational qualification and / or experience may be considered in case of exceptionally meritorious candidates, with prior approval of the Competent Authority.
- 11) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 12) TA/DA will be paid for those shortlisted for Interview restricted to the Economy Air fare for the shortest route from the Correspondence Address to Tirupati as mentioned in application.



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- 13) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.
- 14) Application incomplete in any respect will be summarily rejected.

HOW TO APPLY

Last date for submitting on-line application is December 10, 2018. Applicants need not send hard copy of the application at this stage.

Interested candidates fulfilling the eligibility as per the above given criteria may apply online in the prescribed application format. Click on the link “Apply Online” available below this advertisement and apply for the post by completing your Registration under the “New Registration” link by clicking “Click here to login here to Apply”. Please keep your personal details, qualification details, details of references, experience details, other relevant details, soft copy of the passport size photograph with you and printer attached to your desktop before starting online application.

In case, name of the degree that you possess is not listed in the drop down option, please select “other” and enter name of the degree, specialization and other desired details in the field named as “specialization”.

In case the applicant has completed the degree/s, course/s through Distance learning / Correspondence / Part –Time method:

- Please mention in the Specialization field if the particular degree / course has been done through Distance / Correspondence / Part time as the case may be.
- **Final result declared with CGPA / GPA to be converted in % as per the formula given by the respective University / Institute and to be entered in the respective field.**

While entering the details of employment, details under the column “Pay Scale” should be entered as under:

- 1] In case applicant is/was drawing salary as per the 6th pay scale – Just Enter Pay Band and Grade Pay of the post (Example – PB 3 + GP Rs. 5400/-).
- 2] In case applicant is/was drawing salary as per the 7th pay scale – Just Enter Level (Example – Level 5[x] or Level 10[x] as the case may be).
- 3] In case applicant is/was working in PSU – Enter “PSU – (Write Scale)”. Example: PSU- 18000-2400-26060
- 4] In case applicant is/was working in Pvt. Organization then enter “Basic salary” i.e. Rs. 55000 OR Rs. 78000



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5] In case applicant is/was drawing consolidated pay – enter “Consolidated Pay” i.e.
Rs. 55000 OR Rs. 78000

In case of re-appointment / promotion / Up-gradation in different scale while working in the same organization / Institute, please mention on the subsequent row with all required details.

Information not covered in the application may be entered in brief in the field at Sr. 13 “Any other relevant Information”.

Detailed instructions for filling the application form is available under the Instructions tab in the website.

Once you submit the application, you will not be able to retrieve the application for printing / editing / reference. Candidates who have submitted “Online application” only shall be considered for selection process.

List of Shortlisted candidates will be displayed on the Institute’s Website. Applicants are advised to visit the website regularly for updates about selection process. Shortlisted candidates will be informed only by email / post and no separate communication will be sent.

When called for the selection process, applicants will have to bring **printed copy of the online application** (affix colour passport size photograph on application form), self-attested certificate in support of **age, Government issued valid ID Proof**, mark sheets and certificates of **educational qualification, experience** certificate/s, **Caste; Validity; Non Creamy layer certificate** and other documents **in support of the information submitted** in the online application.

Advt. No.22/2018/IISER-T/Rect./10.11.2018

Sd/-
Director