



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुवनंतपुरम
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH THIRUVANANTHAPURAM

(An Autonomous Institution under MHRD, Government of India)

Maruthamala P.O. Vithura, Thiruvananthapuram - 695 551, Kerala, India

TEL: 0471-2778044 (Registrar) 2778031 / 61 (Admin) / 2778016, 8007 (Academics) /
2778011, 12 (Finance) / 2778035, 36 (Project) / 2778018, 19 (Purchase), www.iisertvm.ac.in

R/14014/1/11-HR

10th December 2020

Indian Institute of Science Education and Research Thiruvananthapuram (IISER TVM) is dedicated to scientific research and science education of international standards. Traditionally, teaching has been segregated from research in undergraduate science curricula in our country. The IISERs were established by the Ministry of Education, Government of India, to bridge this dichotomy. IISER TVM was founded in 2008. The institute aims to provide high quality education in modern science, integrating it with outstanding research at the undergraduate level itself, and to develop a spirit of enquiry cutting across disciplines. IISER TVM is an autonomous institution offering 5-year BS-MS programs in addition to IPh.D and Ph.D. programs in Biology, Chemistry, Mathematics, Physics and interdisciplinary areas.

IISER TVM invites application from eligible Indian nationals for the post of **REGISTRAR – 1 (One) post** in the pay scale of Level – 14 (as per 7th CPC) for a tenure of not more than 5 years on contract/deputation.

Mode of Recruitment: Deputation/Contract of Officers from central/state governments/universities/recognized research institutes/institute of national importance/Govt. laboratory or PSU for a period of 5 years or till attaining the age of 62 years, whichever is earlier, or as fixed by the Govt. of India by orders issued in this regard from time to time.

Essential Requirements

Educational Qualification:

Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute.

Experience:

- i) Holding analogous post.
- ii) At least 15 years of experience as an Assistant Professor in the **academic pay level 11** and above or with 8 years of service in the **academic pay level 12** and above including as Associate Professor along with 3 years of experience in an educational administration,

OR

- iii) Comparable experience in research establishment and/or other institutions of higher education,

OR

- iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar (with pay level 12 (or above) or an equivalent post with pay level 12 or above.

Desirable:

- i) Qualification in area of Management/Engineering/Science/Law
- ii) Experience in computerized administration/ legal/ financial/establishment matters

Job Description:

The incumbent is expected to participate in processes at the conceptual level. He/She will be overall 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.

The incumbent shall function as Secretary to Board of Governors, Finance Committee and Senate of the Institute.

The incumbent may also be called upon to take up other responsibilities as assigned by the Director from time-to-time.

Age limit: 56 Years

General Conditions & Instructions for Applying:

1. The qualification, experience claimed and age limit prescribed will be reckoned **as on the last date of receipt of online application i.e. 15th February 2021.**
2. The pay scale mentioned is according to **7th CPC** and carries usual allowances as applicable to Institute employees.
3. The advertised post is also eligible for other benefits like Medical Reimbursements, LTC etc. as per the Institute norms.
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.
5. **The prescribed qualifications/experience indicated are only minimum and mere possession of the same will not entitle the candidates to be called for further selection process. Where number of applications received in response to the advertisement is large, the Institute shall be at the liberty to restrict the number of candidates to be called for further selection process 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 should 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 mode as per instructions given below in Para 23. Incomplete applications and those that 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 **print out** of the application along with supporting documents are received before the dates prescribed.
10. As an institution of national importance, IISER TVM strives for equal opportunity to all, which reflects an all-India character. 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 with the exception of SC, ST, PWD and Female candidates. The payment is to be made online only through SB Collect. **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 providing 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 ids and mobile nos of the candidates are to be mentioned mandatorily 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 original documents in support of the claims in the applications regarding their educational qualification, experience, etc. which will be verified prior to selection process. Those who are not in possession of their original documents as claimed in the applications will not be allowed to participate in the selection process.
19. TA, restricted to the II AC fair, will be paid for those attending the selection process 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. The jurisdiction for all legal matters for this recruitment will be at Thiruvananthapuram courts and legal cases filed (if any) in other courts will not be maintainable.
23. Interested candidates may apply online thorough the link under openings at www.iisertvm.ac.in.

24. HOW TO APPLY:

- Step 1: Register to create User ID and Password for online application in Institute website. The online applications can be submitted till 23.59 Hrs on **15th February 2021**.
- Step 2: Fill the online application form completely in all respects 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 the 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.

NB: - Steps to make payment shall be published before opening of the portal.

Step-4: Take a printout of the completed application form, attach the proof of payment and send the same along with self-attested copies of certificates of educational qualification and experience, as claimed in the application, by **Registered/Speed Post only** in a sealed cover super scribing "**Application for the post of Registrar**" on or before **22nd February 2021** to the following address. Note that the Institute will not be responsible for postal delays, if any.

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

(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 are 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, it is 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. His/her date of retirement as per service rules of this organization/department is _____.

(Signature of the issuing officer with name & Seal)

Place:

Date: