

# SAHA INSTITUTE OF NUCLEAR PHYSICS KOLKATA

## Sub. : Recruitment of REGISTRAR

Saha Institute of Nuclear Physics (SINP), an autonomous Grant-in-Aid Institution under the administrative control of the Department of Atomic Energy, Government of India, is one of the premier Institutes of basic scientific research located in Kolkata. SINP is looking for a dynamic person for the post of **REGISTRAR** as per the details given below. The post will be filled up on **DIRECT RECRUITMENT** basis.

**Designation**

**Pay Level**

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**Registrar**

**13 as per 7<sup>th</sup> CPC**

**(No. of post: 01-Unreserved)**

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The selected candidate will be entitled to draw D.A, H.R.A, and other allowances as per the rules of this Institute.

### **Essential qualifications & Experience:**

- i) Master's degree with at least 55% marks, and
- ii) 15 years of experience in Officer Grade i.e. in the scale of pay of Level-10 (7<sup>th</sup> CPC) and above, out of which at least 10 years should be necessarily in both the Levels 11 and 12 combined on regular and full time basis. The experience should be related to work in Scientific departments /Institutions under Central/State Governments. Candidates should have sufficient knowledge of Personnel/Establishment matters as well as Government procedures in Establishment/Accounts/Procurement/Stores etc.

### **Desirable:**

Degree in Law / MBA. Candidates with science background will be preferred. Familiarity with procedures of modern management techniques, experience in preparing plans and budget, ability to articulate policy matters and having adequate experience in minuting meetings.

Experience of working as Secretary in committees and should be capable of handling Council meetings, drafting of resolutions, agendas related with educational / research matters independently as well as with the skill to implement the same into action.

Proficiency in e-governance, e-procurement, office automation, RTI matters and provisions of General Financial Rules.

The person should be skilled in public relations and should have the ability to interact with the scholars, scientists, scientific personnel, trade union etc.

**Age Limit: 52 years as on the closing date of receiving applications.** Relaxation of age limit, if any, as per GOI rules.

**Job Description:** The Registrar shall report to the Director and in all matters concerning the Institute, he/she shall act under the general control and orders of the Director. The Registrar shall be in charge of the administrative/non-academic staff and the general maintenance staff of the Institute and shall look after the maintenance and upkeep of the premises. The Registrar shall act as ex-officio non-member Secretary to the Council of the Institute.

**Selection Procedure:** The shortlisted candidates will be called for interview and a Selection Committee constituted for this purpose, will recommend a panel of candidates to the competent authority. Subsequently, offers will be made as per the approval of the competent authority.

**GENERAL INSTRUCTION :**

- (i) Interested candidates must apply only in **OFFLINE** mode.
- (ii) **Application fee of Rs.500/- (Rupees five hundred only)** have to be submitted in the form of demand draft in favour of **Saha Institute of Nuclear Physics** payable at Kolkata. All Women candidates and candidates belonging to Physically Handicapped and Ex-Servicemen categories are exempted from paying application fee, as per extant government orders. SC/ST candidates are exempted from paying application fee for the posts reserved for them only. The candidates who are not exempted from paying examination fee may submit the requisite fee through demand draft. Fee once paid will not be refunded under any circumstances. Fee paid by modes other than demand draft will not be accepted and the applications of such candidates will be rejected forthright.
- (iii) Applicants who are employed in Government/Quasi Government/Autonomous Institute/Public Sector Undertakings etc. should apply through proper channel, with a certificate of Vigilance Clearance.
- (iv) Self-Attested photo copies of documents in respect of age, educational qualification, experience and caste/ex-servicemen (for reserved categories only) of the candidate must be submitted.
- (v) No correspondence will be entertained from the candidates regarding their selection/test/interview/appointment. Canvassing in any form will disqualify a candidate.
- (vi) THE INSTITUTE RESERVES THE RIGHT TO FILL UP OR NOT FILL UP THE POSTS(S).
- (vii) **Any subsequent amendments / modifications etc. on this matter will be notified in the Institute website only which the interested candidates should visit frequently.**
- (viii) Candidates appointed will be governed by the New Pension Scheme introduced w.e.f. 01.01.2004.
- (ix) **No interim queries will be entertained.**
- (x) **The Institute will not be responsible for any postal delay.**

Applications (in duplicate) in the prescribed application form (available in the website [www.saha.ac.in](http://www.saha.ac.in)) superscripted "Application for the post of Registrar" with the requisite fee in the form of Demand Draft (wherever applicable) and the duly self attested documents in support of age, educational qualification, experience and caste may be sent to the **Professor-in-charge, Registrar's Office, Saha Institute of Nuclear Physics, 1/AF, Bidhannagar, Kolkata-700 064** so as to reach on or before **07 June 2022** by post. Application received after the last date shall be treated as "**REJECTED**". Application without requisite documents will also be treated as "**REJECTED**". Application received through proper channel after the last date of receiving application will also be "**REJECTED**".

**Advt. No: SINP/Estt/06/Advt/2022**

**Date : 08 April 2022**

**Professor-in-charge, Registrar's Office**

**Last Date of receiving the application is 07 JUNE 2022**