

SAHA INSTITUTE OF NUCLEAR PHYSICS
Block-AF, Sector-1, Bidhannagar Kolkata-700 064

India's one of the premier Institute of basic scientific research located in Kolkata is seeking a dynamic and innovative **REGISTRAR** to Head the administration as per details given below.

Designation	Scale of Pay	Salary plus admissible Allowance at the minimum of the scale (approx)
1. Registrar (01-UR)	PB-4(Rs 37,400-67000/-) with GP Rs 8700/-	Rs. 1.00 Lakh p.m

Entitled to draw D.A, H.R.A, and other allowances as admissible to Central Government employee under the rules in force from time to time.

Essential qualifications:

Education:

Master's degree with at least 55% marks. Candidates with degree with science background will be preferred.

Experience: 15 years experience in Officer Grade i.e in the scale of pay of PB-3 (Grade Pay: Rs.5400 and above) out of which a minimum of 10 years should be in the Grade Pay of Rs.6600 and Rs.7600 (combined) on regular basis. The candidates should have performed duties in these positions on regular basis. The experience should be related to work in scientific departments/ institutions under Central/ State Governments. Candidates should have experience in handling Personnel/ Establishment matters and should have sufficient knowledge of Government procedures in Establishment/ Accounts/ Procurement/ Stores etc.

Desirable:

Degree in Law or MBA:

Familiarity with procedure of modern management techniques and clear vision in Projection as well as preparing 5 years Plans and Budgets and to be able to articulate policy matters and adequate experience in minuting meetings.

Experience of working as Secretary in Committees and should be capable of handling Council meeting, drafting of resolution, agendas related with the educational/research matters independently as well as a 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 as well as to interact with the scholars, scientists, scientific assistants, trade union etc.

Age Limit: 52 years. Relaxation of age limit as per GOI rules.

Job Description: The selected person will have the overall responsibility of running a smooth and efficient administration. The Registrar shall act as the Secretary to the governing Council. In all matters concerning the Institute, he/she shall act under the General control and orders of the Director. The person is expected to interact with the Department of Atomic Energy, other Units/ Aided Institutions under the Department of Atomic Energy, other Government Institutions etc.

Applications (in duplicate) in the prescribed application form (available in the Institute website- www.saha.ac.in) along-with an application fee of **Rs 500/-** in the form of Demand Draft in favour of "Saha Institute of Nuclear Physics" payable at Kolkata superscripted "Application for the post of Registrar" giving details of educational qualifications, experience etc. may be sent to the undersigned **before 15.05.2014**. Candidates should also give three references from whom the Institute may solicit confidential reports. Those employed in State and Central Government offices/ semi government offices/ semi government Institutions/ Public Sector Undertakings should apply through proper Channel.

For other details and application form please log on to the institute website www.saha.ac.in

Director

SINP/Estt./Advt./04/2014

General Information for candidates applying for the post "REGISTRAR" :

- i) Applicants working in Govt. /Semi Govt./Public Sector Undertaking should apply through proper channel, with a certificate of Vigilance Clearance.
- ii) Attested photo copies of documents in respect of qualification, experience and caste certificate/ex-serviceman (for reserved categories only) of the candidate must be submitted.
- iii) The prescribed qualification is the minimum and mere fulfilling the essential and desirable qualification will not entitle an applicant to be called for interview. The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement.
- iv) Outstation candidates called for interview will be entitled for reimbursement of 2AC class fare by rail, as per rules.
- v) No correspondence will be entertained with candidates not selected for interview /appointment.
- vi) The crucial date for determining the age limit shall be the last date of receiving the application i.e **15.05.2014**. The qualification etc. will also be reckoned on the same date.
- vii) **Any subsequent amendments/modifications etc. on this matter will be notified in the Institute website only which may be referred by the interested candidates continuously.**
- viii) Reservation for persons with disabilities (PWD) will be as per Govt. orders in vogue.
- ix) **Application fee of Rs.500/- (Rupees five hundred) only should be submitted in the form of demand draft in favour of Registrar, Saha Institute of Nuclear Physics payable at Kolkata. SC/ST/PWD/Female candidates will not be required to submit any fees.**
- x) No interim queries will be entertained.
- xi) The institute will not be responsible for any postal delay.
- xii) **Canvassing in any form will be a disqualification**

Application in duplicate giving full details for the post alongwith the attested copies of relevant certificates/testimonials in the prescribed proforma (Application proforma for the post of REGISTRAR) available in the website with a recent passport size photograph pasted on the right hand top corner of the application should reach the **Director, Saha Institute of Nuclear Physics, 1/AF, Bidhannagar, Kolkata-700 064 within 4.00 p. m. on or before 15.05.2014** duly superscribed as "Application for the post of **REGISTRAR**"