

Indian National Science Academy
Bahadur Shah Zafar Marg, New Delhi-110002

No. AD/17/
10/10/2017

RECRUITMENT NOTICE

Applications are invited in the prescribed format from Indian citizens to fill up following posts on direct recruitment basis. The post carries benefits of Dearness Allowance, House Rent Allowance, Transport Allowance and other benefits in accordance with the rules of the Academy.

Sr. No.	Post	Pay-Band & Grade Pay	No of posts		
			ST	OBC	UR
1.	Assistant Executive Director-II (Publications)	PB-3 Rs.15600-39100 plus Grade Pay Rs. 5400/-	-	-	1
2.	Assistant-I	PB-2 Rs.9300-34800 plus Grade Pay Rs. 4200/-	1	-	2
3.	Assistant-I (Finance & Accounts)	PB-2 Rs.9300-34800 plus Grade Pay Rs. 4200/-	-	1	-
4.	Assistant-II	PB-1 Rs 5200-20200 plus Grade Pay Rs 2400	-	-	2
5.	Assistant-III	PB-1 Rs 5200-20200 plus Grade Pay Rs 1900	-	-	1

Note: The reservation for persons with disabilities has been taken care while issuing this advertisement.

Qualification and Experience for post at Sr. No.1 Assistant Executive Director-II (Publications)

Essential qualifications and experience

- A Master's Degree in any branch of Science or Technology with minimum 60% marks from a recognized University
- Minimum 5 (five) years experience in responsible position in editing, proof reading and publishing science journals/science magazines/science books in Central/ State Governments / Autonomous organization/ Universities/ Reputed organisation with working knowledge of computer applications.
- Should have proficiency with basic knowledge of computer applications for his day to day work.

Desirable

Ph.D. in Science

Age

Not exceeding 35 Years as on 1/10/2017.Upper age limit relaxable as per Govt. of India Rules.

Qualifications and experience for the post at Sr. No.2 of Assistant I

Essential qualifications

- A Bachelor's degree in any branch of Science with minimum 60% marks from a recognized University

Experience

- Minimum 3 (three) years experience in Office Management in Central/ State Govt./ Autonomous Organization/ Universities/ Reputed Organizations

Or

One year experience in Office Management in Central/ State Govt./ Autonomous Organization/ Universities/ Reputed Organizations for persons holding Postgraduate

Degree in any branch of Science with minimum 60% marks, but candidate must have minimum 60% marks at bachelor's degree.

Or

One year experience in Office Management in Central/ State Govt./ Autonomous Organization/ Universities/ Reputed Organizations for persons holding Graduate Degree in any branch of Engineering with minimum 60% marks. Internship in relevant field will also be considered as experience.

2. Should have proficiency with basic knowledge of computer on MS Word, MS Excel, Powerpoint etc. for his day to day office work.

Desirable

Diploma in Computer applications.

Age

Not exceeding 32 Years as on 1/10/2017.Upper age limit relaxable as per Govt. of India Rules.

Qualifications and experience for the post at Sr. No.3 of Assistant I (Finance & Accounts)-OBC

Essential qualifications

1. A Bachelor's degree in Commerce with minimum 60% marks from a recognized University.

Experience

1. Minimum 3 (three) years experience in Finance and Accounts Section in Central/ State Govt./ Autonomous Organization/ Universities/ Reputed Organizations

OR

Minimum 1 (One) year experience in Finance and Accounts Section in Central/ State Govt./ Autonomous Organization/ Universities/ Reputed Organizations for person holding Postgraduate Degree in Commerce/ MBA (Finance) with minimum 60% marks but candidate must have minimum 60% marks at bachelor's degree. Internship in Finance & Accounts /CA articleship will also be considered as experience.

Desirable

Diploma in Computer applications.

Age

Not exceeding 32 Years as on 1/10/2017.Upper age limit relaxable as per Govt. of India Rules.

Qualifications and experience for the post at Sr. No.4 of Assistant II

Essential qualifications

1. A Bachelor's degree in Science/Commerce with minimum 60% marks from a recognized University.
2. Working knowledge of Computer applications with speed of 9000 key depressions per hour in English on Computer.

Desirable

1. Diploma in Computer applications.
2. Diploma in Office Management and Secretarial Practice.

Age

Not exceeding 30 Years as on 1/10/2017.Upper age limit relaxable as per Govt. of India Rules.

Qualifications and experience for the post at Sr. No.5 of Assistant III

Essential qualifications

1. Intermediate (10 + 2) in Science with minimum 60% marks from a recognized Board.
2. Working knowledge of Computer applications with speed of 9000 key depressions per hour in English on Computer.

Desirable

1. A Bachelor's degree in any branch of Science with minimum 60% marks from a recognized University.
2. Diploma in Computer applications.
3. Diploma in Office Management and Secretarial Practice.


Age

Not exceeding 25 Years as on 1/10/2017. Upper age limit relaxable as per Govt. of India Rules.

General Conditions:

1. Candidates must ensure their eligibility before applying. The prescribed essential qualifications and experience are minimum and mere possession of the same does not entitle any candidate to be called for written test etc. In the event of number of applications being large, the Academy reserves the right to shortlist and restrict the number of candidates to be called for written test on the basis of higher percentage of marks Or on the basis of higher educational qualifications and experience than the minimum prescribed in this advertisement Or any other method as decided by the Academy. The decision of the Academy will be final and binding on the candidates.
2. Candidate must apply in prescribed application form which should be downloaded from the Academy's website: www.insaindia.res.in. Applications received in any other format/form shall be summarily rejected and no correspondence shall be made in this regard.
3. Matriculation/10th Standard or equivalent certificate date of birth, or mark sheet of Matriculation/ 10th Standard or equivalent issued by Central/ State Board indicating Date of Birth in support of their claim of age should be attached. Where date is not available in certificate/ mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth will be considered.
4. Degree/ Diploma Certificate along with marksheets pertaining to all the academic years as proofs of educational qualification claimed should be attached. In the absence of Degree/ Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.
5. Only post Qualification experience as required above (for posts at Sr. No. 1, 2 and 3) will be considered for the purpose of calculation of period of work experience. Teaching and research experience shall not be counted. Duration of Employment (Date month and year) indicating the Basic Pay and Consolidated Pay, Post held and nature of duties performed / experience obtained must be clearly mentioned in the Experience Certificate.
6. Other Backward Class (OBC) for the purpose of Age relaxation and Reservation will mean "Persons of OBC Category not belonging to the Creamy Layer" as defined by the GOI, Department of Personnel & Training from time to time.
7. Candidates belonging to **Schedule Tribes** should submit the caste certificate as per format at **Annexure-I** with their application form.
8. Candidates who belong to OBC Category should submit **OBC Caste Certificate** in the format as **Annexure-II** with their application form. In absence of this certificate, candidature will be treated under unreserved category.
9. OBC Candidates seeking reservation as OBC should submit **Self Declaration of Non-Creamy layer Status** in the format at **Annexure-III** that he/ she does not belong to the Creamy Layer at the time of applying.
10. Wherever CGPA/ OGPA/ DGPA or letter grade in a degree is awarded, its equivalent percentage of marks must be indicated in the application as per norms adopted by the Universities/ Institutes. A copy of such formula should be attached with the marksheet.
11. The age, qualification & experience (if applicable) for the above posts shall be reckoned as on 1/10/2017.
12. Candidates are required to possess a valid active e-mail ID and Mobile Number which is to be filled in the application form correctly and legibly. Intimation to shortlisted candidates for written test/ interview (as the case may be) will be sent through email only. The Academy will not be responsible for bouncing of any e-mail sent to the candidates.
13. Candidates who wish to apply for more than one category of posts should submit separate Application Forms.
14. The selected candidates shall be governed by the New Pension Scheme introduced by Govt. of India w.e.f. 1.1.2004.

15. Applications received incomplete in any respect, wrongly filled-in or unsigned, or without supporting self-attested photocopies of educational certificates, mark sheets, age, caste certificate (wherever applicable) and experience certificate (wherever applicable) or without photograph will not be entertained in any case and no correspondence shall be entertained.
16. The candidates serving in Govt./ Semi-Govt./ Autonomous Bodies on regular post should apply through proper Channel only. However, they may submit advance copy before due date. Such candidates will have to produce No Objection Certificate at the time of written test/ interview (as the case may be), if their applications not received through proper channel.
17. Candidates may send their duly filled in downloaded application form along necessary supporting documents to the **Deputy Executive Director-II (Finance & Administration), Indian National Science Academy, Bahadur Shah Zafar Marg, New Delhi-110002** in a closed cover super-scribing "**Application for the post of _____**". Applications received without supporting documents shall be summarily rejected.
18. The decision of the Academy in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination etc. shall be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
19. It is the responsibility of the candidate to assess his/ her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications and experience and submit his/ her application duly filled-in along with the desired information, documents and other supporting papers as per the advertisement. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible as per the prescribed qualifications and experience which could not be detected due to whatever circumstances, his/ her appointment shall be liable to termination forthwith.
20. **The complete application should reach to the Academy within 20 days from the date of publication of this advertisement in the Employment News/ Rozgar Samachar.** Applications received after due date will not be entertained. In case the due date falls on weekly off/ holidays, in that case the last date will be the next working day upto 6.00 p.m. The Academy shall not be responsible for any postal delay.



Dy. E.D-II (F&A)

PRESCRIBED PROFORMAE

Annexure-I

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrimati/Kumari*.....
son/daughter* of of village/town*
..... in District/Division* of the
State/Union Territory* belongs to the..... Caste/Tribe* which is
recognised as a Scheduled Caste/Scheduled Tribe* under:—

@ The Constitution (Scheduled Castes) Order, 1950

@ The Constitution (Scheduled Tribes) Order, 1950

@ The Constitution (Scheduled Castes) Union Territories Order, 1951

@ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

@ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956

@ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976

@ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962

@ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962

@ The Constitution (Pondicherry) Scheduled Castes Order, 1964

@ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967

@ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968

@ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968

@ The Constitution (Nagaland) Scheduled Tribes Order, 1970

@ The Constitution (Sikkim) Scheduled Castes Order, 1978

@ The Constitution (Sikkim) Scheduled Tribes Order, 1978

- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati*..... Father/Mother of Shri/Shrimati/Kumari of village/town* in District/Division*..... of the State/Union Territory*..... who belongs to the Caste/Tribe* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of issued by the dated

% 3. Shri/Shrimati/Kumari*..... and/or* his/her* family ordinarily resides in village/town*..... of..... District/Division* of the State/Union Territory* of.....

Signature.....

**Designation.....

(With Seal of Office)

State/Union Territory*

Place:

Date:

*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

†(not below of the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

(v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

Annexure-II

The form of certificate to be produced by Other Backward Classes candidates applying for appointment to posts under the Government of India.

This is to certify that Shri/Shrimati/Kumari*son/daughter* of Shri..... of village/town*in District/Division*..... of the State/Union Territory*.....belongs to theCommunity which is recognised as a backward class under:

@ Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13th September, 1993.

@ Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.

@ Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5-1995.

@ Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March, 1996.

@ Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated 11th December, 1996.

@ Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 236 dated 12th December, 1997.

@ Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December, 1997.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October, 1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6th December, 1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4th April, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21st September, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6th September, 2001.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No. 9 dated 13th January, 2004.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 67 dated 12th March, 2007.

Shri/Shrimati/Kumari*and/or* his/her* family ordinarily resides in village/town* of District/Division* of the State/ Union Territory* of.....

This is also to certify that he/she* does not belong to the persons/sections* (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8-9-1993 O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature.....

**Designation.....

(With seal of Office)

State/Union Territory

Place.....

Date.....

*Please delete the words which are not applicable.

@ Strike out whichever is not applicable.

NOTE: The term “ordinarily reside (s)” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

****List of authorities empowered to issue OBC Certificate**

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

†(not below of the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

(v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

Note 1: Candidates claiming to belong to OBCs should note that the name of their Caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the Caste name will not be accepted.

Note 2: The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.

Note 3: No change in the community status already indicated by a candidate in his/her simplified application form for this examination will ordinarily be allowed

Form of declaration to be submitted by the OBC candidate (in addition to the community certificate).

I Son/daughter of Shri

Resident of village/town/city..... district..... state.....
hereby declare that I belong to thecommunity which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36102/22/93-Estt.(SCT) dated 8-9-1993. It is also declared that as on closing date, I do not belong to persons/sections/sections (Creamy layer) mentioned in column 3 of the Schedule to the above referred Office memorandum dated 8-9-1993, O.M No. 36033/3/2004-Estt.(Res) dated 9th March,2004 and O.M No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature.....

Full Name.....

Address.....

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