



जवाहरलाल नेहरू उन्नत वैज्ञानिक अनुसंधान केंद्र
(मान्यता प्राप्त विश्वविद्यालय)
Jawaharlal Nehru Centre for Advanced Scientific Research
(A Deemed to be University)
जक्कुर, बंगलौर. 560 064 /Jakkur P.O., Bengaluru. 560 064

ADVT. NO.: JNC/04-2017

Date: 24.03.2017

RECRUITMENT OF ADMINISTRATIVE OFFICER

Jawaharlal Nehru Centre for Advanced Scientific Research, an autonomous institution under the Department of Science and Technology, Govt. of India, and a Deemed to be University, invites applications from *bona fide* Indian citizens for the position of **Administrative Officer** in Pay Band-3 (Rs.15,600-39,100) with a Grade Pay of Rs.7,600.

This senior level administrative position requires the incumbent to be a responsible professional with excellent communication and multi-tasking skills with proven ability of leadership and skills of co-coordination with various wings of administration in an academic R&D institution

The selected person will report to the President of the Centre and shall be responsible for all functions relating to establishment, academic administration, accounts, purchase, estate management, public relations, management systems and also serve as secretary to various policy making bodies of the Centre, in addition to liaison with government and various funding agencies.

Eligibility:

The applicants should have at least a post-graduate (Masters) degree in science / engineering / management /humanities/Law /Accounting/Financial Management and similar subject areas with good academic record.

Applicants should be below the age of 53 years (as on January 1, 2017) and have a minimum of 10 years of experience in relevant field in management/supervisory level. If employed in Central Government establishment, the candidate should have put in at least 7-8 years of service in Pay Band-3 with a Grade Pay of Rs.5,400 or a minimum of 3 years in the Grade Pay of Rs.6,600. In other cases, the candidates should provide proof of discharging such responsibility, holding equivalent position with similar compensation.

Important information and instructions:

1. Deserving candidates will be considered for appointment on Direct Recruitment/Deputation/Re-employment/Contract basis. In case of Direct Recruitment/Contract/Re-employment, the person appointed will be on probation for two

years. If the candidate is selected on deputation, the maximum age limit shall be 55 years and period of deputation will be for a maximum of five years.

2. Age limit and /or experience can be relaxed by the Competent Authority in case of exceptionally meritorious candidates. The knowledge of Rules & Guidelines for General Administration & Finance followed in Central Government/Central autonomous establishments will be an advantage.
3. In addition to the pay indicated above, the selected candidate will be eligible for all allowances and benefits as per the Central Government pay structure applicable to other staff of the Centre. The current gross emoluments in the minimum of the scale will be about Rs.84,000/- per month. The selected candidate will be enrolled in the New Pension Scheme, Contributory Medical Scheme of the Centre covering staff and family and will be eligible for other allowances as per entitlements. In case of deputation, the pay and benefits will be governed as per the terms of deputation. Relocation expense as per norms will be provided.
4. Candidates already in employment in Government, Public Sector Undertakings & Autonomous Bodies under the Government must attach a 'No Objection Certificate' (NOC) from their employer. Those who submit an advance copy of the application must produce an NOC at the time of interview.
5. Applications received will be shortlisted by a duly constituted Committee on the basis of qualification and experience (higher than the minimum prescribed in the advertisement) to restrict the number of candidates to a reasonable number for further process. The shortlisted candidates will be called for an interview. Mere fulfilling the essential and desirable qualifications will not entitle an applicant to be shortlisted. Relaxation as per the Govt. of India norms will be made available to those eligible.
6. Outstation candidates called for personal interview will be reimbursed single to & fro II AC rail fare/AC bus fare by shortest route as admissible, on production of tickets.
7. Confidential opinion regarding the suitability of the shortlisted candidates will be obtained from referees.
8. The Centre reserves the right not to fill the post herein advertised, in case suitable candidates are not found. Canvassing in any form shall disqualify the candidate. Only those short-listed will be informed of the results and further process. No interim correspondence of any kind will be entertained.
9. Selected candidate is required to produce Vigilance Clearance, Integrity Certificate, certificate to the effect that there is no disciplinary case pending/contemplated against him/her along with attested copies of Annual Performance Appraisal Reports/Performance Report for the last five years from the present employer.
10. The candidates should note that the details provided by them in their application will be taken on their face value and the onus of proving the correctness and authenticity of the same as and when required lies with them.

11. In respect of candidates from Andaman, Nicobar and Lakshadweep Islands, Jammu & Kashmir, states/Union Territories of the North Eastern Hill region, Lahaul & Spiti, Sikkim & Pangi Sub-divisions of Chamba Districts of Himachal Pradesh, the date for receipt of filled-in application will be extended by 15 days beyond the last date indicated below.
12. The prescribed pro forma given is in an editable word format which should be neatly typed and saved as a PDF file and sent as an attachment to the application. Interested candidates may send their application along with the pro forma, a detailed Curriculum Vitae (CV) and enclosures by email to aorecruit@jncasr.ac.in, indicating in the subject line “**Application for the position of Administrative Officer**”. **Hard copies of applications will not be accepted.**
13. Applications received late for any reason whatsoever or incomplete in any manner shall not be considered.
14. In all matters relating to this advertisement and subsequent processing, the decision of the President, JNCASR shall be final and binding
15. **The last date for receipt of application is 24.04.2017**