

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

No. AD/18/
17 August, 2018

Recruitment Notification

The Academy invites applications in the prescribed proforma from qualified and experienced serving employees of Central Government / Scientific Departments/ Autonomous Science & Technology organizations/ Recognized Educational/ Research Institutions for appointment to the following post on **Deputation/Contract Basis**. The details of post are as under:

Sr. No	Post	Pay-Band and Grade Pay	Number of Post
1.	Deputy Executive Director, Grade-I	PB-4 Rs.37400-67000 with Grade Pay Rs. 8900	One

Essential Qualification:

- (i) A Master's Degree with minimum 60 % marks from a recognized university.
- (ii) Minimum 12 (twelve) years post qualification experience in Research/ Science Management in Central Government/ Scientific Departments/ Autonomous Science & Technology Organization/ Recognized Educational Research Institution and out of which at least six years experience must be in the pay-band of Rs. 15600-39100 with Grade Pay Rs. 7600 on regular /contract basis with efficiency in the use of computers and IT applications and science communications.
- (iii) Should have demonstrated skills in written and spoken communications and in man-management.

Note: The person possessing a Ph.D. degree as desirable qualification will be treated equivalent to three years experience.

Desirable:

- (i) Ph.D. from recognized University
- (ii) Demonstrated experience of independent management of publications, editing of journals/ books.
- (iii) Proficiency in Modern management tools, digital communication and communication.
- (iv) Good and demonstrated experience of coordination work with large groups associated with professional societies, Academies, programme/ activities with definitive time lines.
- (v) Capable of developing/ maintaining linkages with International Scientific bodies, Association and Academies etc.
- (vi) Should be able to liaise with Government Science Department and the ministries of Home, External Affairs and Science and Technology.
- (vii) Good understanding of financial and administrative procedures and rules.

Age limit:

The maximum age limit for appointment by deputation/ contract shall not exceed 56 years as on 1.8.2018.

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 interview. In the event of number of applications being large, the Academy reserves right for shortlisting criteria to restrict the number of candidates to be called for interview to a reasonable number on the basis of higher percentage of marks Or on the basis of higher educational qualifications than the minimum prescribed in this advertisement Or on the basis of higher experience Or any other method as decided by the Academy. The decision of the Academy will be final and binding on the candidates.
2. The period of deputation will be for three years. Further period of extension shall be on mutual consent basis as per GOI guidelines. The pay and other terms and conditions of deputation will be regulated in accordance with the Govt. of India CCS Rules.
3. Candidate should apply in prescribed format which may be downloaded from the Academy's website: www.insaindia.res.in
4. The Departmental Officers in the feeder cadre who are in the direct line of promotion shall not be eligible for consideration on deputation.
5. Only post Qualification experience as required above will be considered for the purpose of calculation of period of work experience.
6. Wherever CGPA/ OGPA/ DGPA grading in a degree is awarded, its equivalent percentage of marks must be indicated in the application as per norms adopted by the Universities/ Institutions. A copy of such formula should be attached with the marksheet.
7. Candidates are required to possess a valid active e-mail ID which is to be filled in the application form correctly and legibly, so that intimation to shortlisted candidates can be sent. The Academy will not be responsible for bouncing of any e-mail sent to the candidates.
8. The age, qualification and experience for the above posts shall be reckoned as on 1.8.2018.
9. The candidates selected shall be governed by the New Pension Scheme introduced by Govt. of India w.e.f. 1.1.2004 unless they are already governed by CCS (Pension) Rules, 1972.
10. Applications received incomplete in any respect, wrongly filled-in or not in the prescribed format, unsigned, or without supporting photocopies of educational certificates, mark sheets, age, etc. or without photograph will not be considered in any case and no correspondence for rejected applications shall be entertained.
11. Eligible and willing candidates whose services can be spared for deputation may apply through proper channel in prescribed format and their **applications through proper channel must reach the Academy within 30 days from publication of this advertisement in the Employment News. Otherwise their candidature will not be considered.** The applications of only such Officers would be considered that are routed through proper channel and are accompanied by following:
 - (i) Application in prescribed proforma - Fill up all the Column carefully
 - (ii) Vigilance Clearance / Integrity Certificate

- (iii) Statement giving details of Major / Minor penalties imposed upon the Officer, if any, during the last ten years
 - (iv) The Employer will certify that the particulars furnished by the applicants are correct.
 - (v) Photocopies of ACRs/ APARs/Annual Appraisal for the last five years (2013-14 to 2017-18) duly attested by an Officer not below the level of Under Secretary or equivalent. **If there is no ACR/ APAR System in the organization, in that case a certificate from the Head of Organization should invariably be given while forwarding the applications that the Organization does not have any mechanism for annual appraisal.**
12. Candidates may send their duly filled in downloaded application form along with latest photograph, self attested photocopies of educational certificates and mark sheets (matriculation onwards), relevant Degree of essential qualifications, experience certificate 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 Deputy Executive Director-I.** Applications received without supporting documents shall be summarily rejected.
- 14 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 interview etc. shall be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
- 15 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 supporting documents as per the advertisement.
16. **The complete application should reach the Academy within 30 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, 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. Executive Director-II (F & A)