

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

No. AD/21/ **507**
10 November, 2021

Recruitment Notification

Indian National Science Academy, an apex organization of scientists, engaged in promotion and recognition of excellence in science in the country needs a dynamic, initiative driven and performance oriented Indian citizen for the post of Executive Director on **Tenure /Deputation/ Short Term contract basis**. The details of post are as under:

Sr. No	Post	Pay-Band and Grade Pay/ Level in Pay Matrix	Number of Post
1.	Executive Director	Level 13A (Rs. 131100-216600) (Pre-revised Pay band Rs. 37400-67000, Grade Pay Rs. 8900/-)	One

The applications are invited in the prescribed form from qualified and experienced employees of Central/ State Government Departments/ UTs/ Autonomous organizations/ Statutory Bodies/ Universities and Science and Technology Institutions. The form can be downloaded from the website: www.insaindia.res.in

Educational and Other Qualifications required

For Tenure Post/ Deputation/ Short Terms contract

Essential

(i) Master's degree in Science/ Technology/ Medicine

(ii) Ph.D. degree in Science or Technology including Science & Technology policy / Science & Technology Management from a recognized University

(iii) Minimum 12 (Twelve) years post-Ph.D. experience in Central/ State Government Departments/ UTs/ Autonomous organizations/ Statutory Bodies/ Universities and Science & Technology Institutions. Should be holding a post at the analogous scale or at least 2 years' experience at Level 13 in the Pay Matrix / Grade Pay of Rs. 8700 in PB Rs.37400-67000 (pre-revised) or higher grade or 6 years' experience at level 12 in pay matrix /GP Rs. 7600 in PB 15600-39100 or higher.

(iv) Should have at least 6 years' experience in handling Administrative matters at level 12 in pay matrix/ GP Rs. 7600 in PB 15600-39100 or higher.

Desirable

Should have good knowledge of coordination work associated with Professional Societies, Academies, Programme, activities and overall scientific community in the country. Should have high competency and established peer reputation.

Should have experience in science management/ science policy related areas/ coordination of S&T related programmes/ scientific projects/ international programmes.

Should have fairly good knowledge of financial/ personnel rules of Govt. of India.

Age: Tenure/Deputation/Short term Contract: Not exceeding 56 years as on closing date of receipt of application.

Tenure of the post : The tenure of the post is five years, extendable by the Council on the basis of the performance for another five years tenure or till the age of superannuation (60 years at present), whichever is earlier and also subject to the concurrence of parent organization. In case of retirement/ voluntary retirement in his substantive post, he would be treated as re-employed pensioner for the remaining period.

Note: Those who have applied earlier should apply afresh provided they fulfil the eligibility condition required for this post.

Job Description:

The Executive Director shall be the Principal Executive of the Academy. He/she shall be responsible for the general administration and for implementation of the decision/s of the Committees and the Council. He/she shall act under the general directions of the Office bearers and will be governed by the guidelines as may be laid down by the Council and Office bearers. He/she shall be a full-time salaried employee of the Academy. The incumbent is expected to actively contribute in the management/ coordination, growth and expansion of science promotion, international programmes, science policy studies/ science popularization and society related activities etc.

The Executive Director shall perform the following duties:

- (1) He/she will be responsible to the Office bearers and the Council for realizing the objectives of the Academy, as approved by the Council;
- (2) It shall be his/her duty to carry out the work of the Academy in accordance with the Rules and Bye-laws for the administration and management of the Academy;
- (3) He/she shall allocate duties to the officials of the Academy and shall exercise such supervision, control and discipline as may be necessary;
- (4) He/she may delegate his/her powers to junior Officers as per such limitations or conditions as may be imposed by him/her;
- (5) In case of emergency, he/she may take such action as may be necessary in consultation with the office bearers and report it to the appropriate Committee.
- (6) All members of the staff of the Academy shall be under his/her administrative control;
- (7) Correspondence with the Fellows of the Academy, where necessary, will be done by the Executive Director. He/she may, for this purpose, get the assistance of the Deputy Executive Director and/or other Divisional Heads;
- (8) He/she will perform such other duties as may be assigned to him/her from time to time by the Office bearers or Council.

- (9) He/she shall be responsible for adherence to Govt. of India guidelines and instructions relating to appointment, expenditure, foreign travel, disbursement of pay and allowance to the sanctioned staff, signing of Annual Report and correspondences with DST, etc.
- (10) He/she shall assist the President of the Academy in all administrative and financial matters of the Academy and shall be responsible for adherence of Govt. of India guidelines in the decisions so taken.
- (11) All contracts by or on behalf of the Academy shall be signed by the Executive Director.
- (12) The Executive Director may sue and be sued in the name of the Academy in jurisdiction of Delhi.
- (13) The Executive Director will attend all the meetings and will be responsible for proper recording of deliberations/discussions at the meetings and implementation of the recommendations/ decisions taken by the Committees.

Important Terms and conditions

1. Canvassing/ Nomination in any form on the part of the candidates shall lead to his/her disqualification.
2. A panel of candidates shall be valid for a period of one year from the date of interview.
3. The age, qualification and experience shall be reckoned as on closing date of receipt of application i.e. 20.12.2021.
4. The candidates selected shall be governed by the New Pension Scheme introduced by Govt. of India w.e.f. 1.1.2004 unless the candidate is already governed by CCS (Pension) Rules, 1972.
5. Shortlisted candidates will be required to appear in an interview. The Selection will be based on performance of the candidates in the Interview.
6. The Academy reserves the right to cancel the recruitment process without assigning any reason.
7. It is the responsibility of the candidates to 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 to adopt a shortlisting criteria to restrict the number of candidates to be called for interview and the decision of the academy will be final and binding on the candidates.
8. The deputation post is for three years further extendable as per Government of India Rules by the Council on the basis of the performance.
9. Application in prescribed format for the post of Executive Director shall be considered on Tenure/Deputation/ Short Term Contract Basis only. Application form can be downloaded from the Academy's website: www.insaindia.res.in.
10. The selected candidates are liable to serve anywhere in India. Short term visits overseas for academy work may be needed.

11. Only post Qualification experience as required above will be considered for the purpose of calculation of period of work experience.
12. 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.
13. Candidates should 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 non-delivery of any email sent to the candidates. A mobile number may also be provided.
14. Kindly fill the application carefully. Applications incomplete in any respect, wrongly filled-in or not in the prescribed format, unsigned, or without supporting photocopies of certificates/documents will not be considered.
15. **Eligible candidates may apply through proper channel in prescribed format and their applications must reach to the Academy on or before 20.12.2021.** Checklist for the entire application is
 - i. Application in prescribed proforma duly filled and signed.
 - ii. Certificate by Employer - Vigilance clearance and Integrity (Page 7 of Application form.
 - iii. Attested copies of ACRs/ APARs/Annual Appraisal for the last five years. If there is no ACR/ APAR System in the organization, a certificate (page 7 of application form) from the Head of Organization/ Authorized Officer should be attached. This should clearly state that the Organization does not have any mechanism for annual appraisal and provide an evaluation of the performance of the candidate.
 - iv. Check list (page 6 of application form)
16. **Candidates in their own interest should apply well in time. The Academy shall not entertain delayed applications.**
17. Applications from the candidates working in Central/ State Government Departments/ UTs/ Autonomous organizations/ Statutory Bodies/ Universities and Science and Technology Institutions should reach through proper channel to the **Deputy Executive Director-II (Finance & Administration), Indian National Science Academy, Bahadur Shah Zafar Marg, New Delhi-110002** in an envelope super-scribing "**Application for the post of Executive Director**" latest by 20.12.2021 . However, an advance copy of the application may be submitted on or before the closing date i.e. 20.12.2021 through email at insahr@insa.nic.in. This must be followed by a hard copy through proper channel with all the supporting documents within 30 days from the last date of receipt of application. The candidature for the post of Executive Director will not be considered if their application along with ACRs/APARs for the last 5 years through proper channel are not received within 30 days from the last date of receipt of application and no correspondence will be entertained in this regard.

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 interview etc. shall be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
19. Legal jurisdiction for any dispute will be at Delhi only.
20. **The last date for submission of application is 20.12.2021, 6.00 p.m.** Application after the last date shall not be considered. The Academy shall not be responsible for any postal delay for delivery of application even if posted before the last date. No representation against such rejection will be entertained.

by

Deputy Executive Director-II (Finance & Admn.)