

**INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
JADAVPUR, KOLKATA 700032, West Bengal**

Advertisement No.1.2/DA/020

Date:25.1.2022

India's oldest and 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:-

Indian Association for the Cultivation of Science (IACS) is an autonomous Institute of Department of Science & Technology, Ministry of Science & Technology, Government of India. A matching grant is also provided by the Higher Education Department, Government of West Bengal. Currently, IACS is a Deemed to be University under de novo category under Section 3 of the University Grants Commission Act, 1956.

Designation	Pay Level of 12 Central Pay Commission	VII Central Pay Commission Pay Level 12 with extant DA, HRA and TA
1. Registrar (01 - UR)	Pay Level 12	Basic Pay Rs. 78800 + Admissible allowances

The post carries allowances, retirement and other benefits as per New Pension Scheme as are admissible to the Central Government employees stationed at Kolkata. Permission of the present employers of the applicants for consideration of their applications, wherever necessary, should be furnished.

Application using the [Form](#) along with passport size photograph affixed on it, supporting documents in support of educational qualification, age and experience duly attested by self, and receipt of the electronic transfer of the Application Fee, has to be received on or before 21.02.2022. Application should be sent in close envelope superscripted "Application for the post of Registrar, IACS, Kolkata", and addressed to, "Receipt and Dispatch Section, 2A & 2B Raja S C Mullick Road, Jadavpur, Kolkata 700032".

APPLICATION FEE

Candidates Category	Fee (Rs.)
SC/ST and Female Candidates	1000/-
All other categories	2000/-

(The Application Fee to be transferred electronically to the account of IACS (Name of the Account: Indian Association for the Cultivation of Science University, A/C no: 11079699244, State Bank of India, Jadavpur University Branch, Branch Code: 0093. IFSC: SBIN0000093)

Minimum Qualifications: Master's Degree/B.E./Graduate (with M.B.A.) or equivalent with twelve years of experience in a responsible position in a reputed organization, having good knowledge about administration and finance.

Desirable: The candidate should have good academic record and 12 years' experience in responsible administrative position of Government Organization/Academic or Research Institutions and should have knowledge of Government rules related to service matters, finance and purchase procedures, RTI matters, Society Registration Act etc. Preference may be given to a candidate having degree/diploma in management and knowledge in ERP and/or computer-based accounting.

Retirement Age: 60 years

Probation: Normally for 1 year, as per Government norms

Age Limit: Preferably below 55 years as on 01.01.2022.

The responsibilities of the Registrar will be as per Regulations and Bye Laws of the Association which is posted on the IACS Website - <http://www.iacs.res.in>. In particular, s/he will assist the Director in the administration of the Association, in the preparation of annual budget and maintenance of accounts. S/he should be well conversant in the procedural formalities of various meetings as Secretary in Committees and should be able to prepare their agenda and minutes independently with skill to implement the same into action under the instruction of the Director. The Registrar acts as the ex-officio Non-Member Secretary to the Governing Council. The selected person is expected to interact with the Department of Science & Technology, Government of India with the permission of the Director. Experience in handling of legal, vigilance, disciplinary cases, RTI related matter and knowledge of General Financial Rules will be desirable. The selected person is also expected to be well conversant with the use of internet and intranet for smooth functioning of the administration in a computerized environment.

General Instruction:

1. The post carries allowances, retirement and other benefits as per New Pension Scheme as are admissible to the Central Government Employees stationed at Kolkata.
2. Any subsequent amendments/modifications etc. on this matter will be notified in the IACS Website only which may be referred to by the interested candidates continuously.

3. IACS reserves the right not to fill up/cancel the post advertised without assigning any reason whatsoever.
4. Candidature of the selected incumbent shall be subjected to verification of testimonials and any other relevant documents at any subsequent stage.
5. Candidates may be accessed through multiple levels screening. Decision of the IACS Authority will be final in this regard.
6. No TA/DA shall be paid to the candidates for attending any sort of screening.
7. Applications in respect of regular employees in Government Departments/Autonomous Bodies/PSUs should be forwarded through proper channel or NOC to be brought at the time of Interview. However, those who are forwarding their application through proper channel may submit an advanced copy of application.
8. Selection Committee may cancel any/all application/s at any time in case qualification and experience criteria are not met.
9. Candidature will be liable for cancellation if any evidenced or perceived malpractice is noticed at any time of appointment.
10. The incumbent Registrar will be governed by the service rules as laid down in the IACS Byelaws as amended from time to time.
11. Recruitment will be made as per the provisions of the extant Byelaws.

Acting Registrar