

INDIAN INSTITUTE OF GEOMAGNETISM
(An Autonomous Scientific Research Organisation under the
Department of Science and Technology, Govt of India)
Plot No. 5, Sector 18, Kalamboli Highway
New Panvel, Navi Mumbai 410 218

Advt. No. IIG/HRD/04/2021

Applications are invited for the post of REGISTRAR (01 UR)

Pay Level: 11 (plus allowances, as per Central Government rules)

Job responsibilities:

The incumbent will be in overall charge of the Administration reporting to the Director of the Institute and will be responsible for matters pertaining to general administration, human resources management, accounts, stores & purchase, public relations, legal and contract matters, estate, transport and security. The candidate will also contribute to the formulation and utilization of annual budget of the Institute. The incumbent must have full knowledge of Central Government procedures, rules and regulations. The incumbent will be responsible for liaisoning/coordinating with parent Ministry, other Central Govt. bodies and local authorities. The selected candidate would also be required to function as Secretary to the Governing Council and to provide all administrative assistance to the Director, as may be required.

Qualification and Experience:

- 1 A first class or high second class degree from a recognized University with good academic record.
- 2 Minimum 15 years experience in Central Government, Autonomous Institute or Public Sector undertaking of which at least five years should be in the next lower grade.
- 3 Thorough knowledge of Establishment/ Civil Works, Accounts/Purchase, Store, Security and Vigilance Procedures/rules
- 4 Experience in organizing meetings and preparing Agenda and Minutes thereof

Desirable Qualification:

- 1 Master's Degree in Management
- 2 Law Degree
- 3 P.G. Diploma in Personnel Management
- 4 Knowledge of Computer Aided Management

Maximum age: 45 years

Filled in applications should reach the Administration Coordinator at the above address on or before 30/06/2021.

For further details, kindly log on to the website of the Institute www.iigm.res.in

Administration Coordinator

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The candidates may apply on the form downloadable from the website www.iigm.res.in together with the requisite application fee of Rs. 300/- by crossed demand draft. The prescribed application form can also be obtained from the office of the Admin.Coordinator, IIG, by paying an application fee of Rs. 300/- by crossed demand draft in favour of Indian Institute of Geomagnetism, New Panvel, in person between 10:30 a.m. and 5:30 p.m. on working days (**Monday to Friday**). However, no application fee for SC/ST, PWD and women candidates. Filled in applications should reach the office of the Admin. Coordinator, IIG, **on or before 30/06/2021**. Any application received after the due date will be summarily rejected.

General Information (Applicable to all candidates):

- 1) Reservation and relaxation in age, fees etc. for Persons with Disabilities are as per the Govt of India rules
- 2) Relaxation in upper age limit upto 5 years may be considered for highly experienced and deserving candidates at the discretion of the appropriate authorities
- 3) The new entrants in the services would be governed by the National Pension Scheme issued by Govt of India.
- 4) Applications not in the prescribed format and not accompanied by supporting documents like, self attested copies of educational qualifications (from SSC onwards), experience certificate and other material in support of the statement made in the application will be treated as incomplete and will be summarily rejected.
- 5) Candidates working in Government Departments/ Public Sector Undertakings/ Autonomous Bodies should forward their applications through proper channel. To avoid delay, an advance copy of such application, complete in all respect, may be sent superscribing on the top of the application, "ADVANCE COPY".
- 6) The applications received in response to advertisement will be scrutinized by a Screening-cum-Selection Committee and only those candidates short-listed by the Committee will be called for interview. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for interview.
- 7) Canvassing in any form will be treated as disqualification for the post.
- 8) No interim inquiries will be entertained.

Admin Coordinator