



## **VIGYAN PRASAR**

### **Filling up of the vacancy of Registrar on Deputation**

Vigyan Prasar is a dynamic national institute for science and technology communication engaged in developing communication material and strategies for science and technology outreach. Applications on prescribed proforma are invited for the post of Registrar having pay scale of ₹ 15600-39100+7600 Grade Pay on deputation basis from officers of Central /State Govt /Autonomous Bodies/ PSUs initially for a period of one year extendable up to three years on mutual consent or reversion of incumbent holding the post substantively from deputation, whichever is earlier. No provision of permanent absorption. Other conditions will be regulated in accordance with DoPT OM No.2/29/91-Estt (Pay II) dated 05 January 1994 as amended from time to time.

#### **Educational Qualification:**

##### **Essential:**

Bachelor's Degree from a recognized university or equivalent.

##### **Desirable:**

A Master's degree in HRM / Finance & Accounts / Materials Management from a recognized university or equivalent.

#### **Experience:**

- i) Holding analogous post; **or**
- ii) At least ten year's experience in supervisory/managerial capacity in administration / finance & accounts in Government Departments / Autonomous Bodies or PSUs of which at least five years in a Group 'A' post in the scale of pay of ₹ 15600-39100+6600(GP) in the said organization.
- iii) Preference will be given to applicants having the above experience in Scientific, Research or Educational Institutes.

## Job Description:

Would be rendering advice to Director on all administrative and financial matters; and smooth functioning of the Institute.

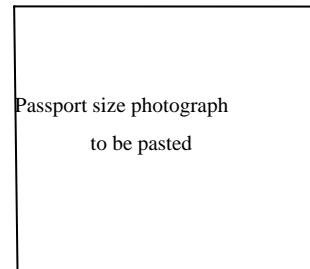
**Age Limit: 50 years** (Relaxable for Government Servants and employees of autonomous institutions / recognized universities / PSUs upto 5 years in accordance with the instructions / orders issued by the central government). Applications of eligible officers who can be spared immediately in the event of selection, in the prescribed format should reach the **Director, Vigyan Prasar, A-50, Institutional Area, Sector – 62, Noida 201 309, on or before 15<sup>th</sup> June, 2012.** The application must be forwarded **through proper channel and qualifications and experience claimed must be backed by authenticated documentary proof, attested copy of salary slip, Vigilance Clearance, and copy of ACRs/APARs of last 05 years.** Each application should be signed by the candidate with the date. The envelope containing the application must be superscribed in bold letter as "**Application for the post of .....**" Age limit is to be reckoned from the date of the advertisement.

Applications will be screened and mere fulfilling the minimum qualifications will not entitle a candidate to be considered for the post. Mode of selection may be through evaluation of the application or personal interaction by a duly constituted selection committee.

Incomplete or unsigned applications, lacking information asked for, are liable to be rejected summarily. Canvassing in any form will be a disqualification.

## APPLICATION FORMAT

1. Post applied for :
2. Advertisement No. :
3. Name in full (in block letters) :
4. Date of Birth :
5. Nationality :
6. Father's/Husband's Name :
7. Address for Correspondence :
8. Permanent Address :
9. Nearest Railway Station :
10. Educational /Professional qualifications indicating chronologically the examinations passed:



Qualification marks	University/Board Subjects	Year of passing taken	Class	Percentage of

11. Whether SC/ST/OBC/Ex-servicemen/Physically Handicapped:  
(Please specifically write Yes/No. If yes, please write category to which you belong).

12. a) Details of previous and present employment held, if any, in chronological order starting from present position backwards:

Name of employer with address Leaving Service	Post held	Scale of Pay	Last pay	Period of Service Drawn	Nature of Service	Reason for

b) Awards won if any :

c) Research experience :  
(Please give details)

13. If selected, the minimum time required to join :

14. Any other additional relevant information including reference :

15. Have you ever been detained in Police Custody? If yes, give complete details of it :

16. a) Whether you have been convicted by any Court of Law ? If yes, please give complete details thereto:

b) Whether any criminal case is pending or contemplated against you in any Court of Law? If yes, please give complete details thereto:

17. Whether applied for any post in Vigyan Prasar earlier (if so, furnish details such as name of the post, advertisement number, post number, date

of interview, etc.).

I hereby certify that the above information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. In case, I have given wrong information, or suppressed any material fact or factual information, then my services are liable to be terminated without giving any notice or reasons thereof. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of the candidate with date:

**CERTIFICATE**

(to be filled by the employer)

Certified that particulars furnished by Shri/Smt./Kum ..... have been verified and found correct as per office records. It is also certified that no disciplinary / vigilance case is pending or contemplated against the officer concerned. The integrity of the officer is also certified.

Signature of the Head of Officer  
(with Designation & Seal)