

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

No. AD/20
18 June, 2020

Recruitment Notification

The Academy invites applications in the prescribed proforma from qualified and experienced serving employees of Central/ State Government Departments/ UTs/ Autonomous organizations/Statutory Bodies/ Universities and Science & Technology Institutions for appointment to the following post on direct recruitment basis.

Sr. No	Post	Pay-Band and Grade Pay	Number of Post	Category
1.	Dy. Executive Director-II	PB-3 Rs.15600-39100 with Grade Pay Rs. 7600 (pre-revised) - Level 12 of the pay matrix as per 7 th CPC	One	Unreserved

Educational and Other Qualifications required

Essential

- (i) Master Degree in any branch of Science with minimum 60 % marks from a recognized university.
- (ii) Minimum 10 (ten) Years post qualification experience of scientific administration out of which minimum 5 years experience should be at level 11 in Pay Matrix (pre-revised PB-3 of Rs. 15600-39100 with Grade Pay of Rs. 6600 in Central/ State Government Departments/ UTs/ Autonomous organizations/Statutory Bodies/ Universities and Science & Technology Institutions with knowledge of computer applications.

Note: The person possessing Ph.D. Degree in Science will be treated equivalent to three years experience.

Desirable

- (i) Ph.D in Science and proficiency in digital communication.
- (ii) Should have vast experience of preparation of annual reports of science programmes and minutes of governing council/bodies with good writing skills.
- (iii) Should have experience of writing science articles and science reports.
- (iv) Should have a good experience of co-ordination of science programmes and activities.

Age: Not exceeding 45 Years as on 5.8.2020

Important Terms and conditions

1. The Academy reserves the right to cancel the recruitment process without assigning any reason.
2. 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.
3. A panel of candidates may be prepared from the candidates called for interview which will remain valid for 01 year from the date of interview.
4. The selected candidates are liable to serve anywhere in India and outside.
5. Candidate should apply in prescribed format through proper channel which may be downloaded from the Academy's website: www.insaindia.res.in.
6. Only post Qualification experience as required above will be considered for the purpose of calculation of period of work experience.
7. The person possessing a Ph.D. Degree in Science will be treated equivalent to three years experience.
8. 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.
9. 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.
10. The age, qualification and experience for the above posts shall be reckoned as on closing date of receipt of application.
11. 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.
12. 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, experience and without photograph will not be considered in any case and no correspondence for rejected applications shall be entertained.

13. **Eligible and willing candidates may apply through proper channel in prescribed format and their applications must reach the Academy on or before 5.8.2020.** 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) Certificate of Employer - Vigilance clearance and Integrity (Page 7 of Application form.
 - (iii) Photocopies of ACRs/ APARs/Annual Appraisal for the last five years) 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 (page 7 of application form) from the Head of Organization/ Authorized Officer should invariably be given while forwarding the applications that the Organization does not have any mechanism for annual appraisal.
 - (iv) Check list (page 6 of application form)
14. **Candidates in their own interest are advised not to wait till the last date and time and apply well in time. The Academy will not be held responsible, if they are unable to submit their application due to last minute rush.**
15. Candidates may send their duly filled in downloaded application form through proper channel along with self attested photocopies of educational certificates and mark sheets (matriculation onwards), relevant Degree of essential qualifications, experience certificate and attested copy of ACRs/APARs for the last five years (in a sealed cover) 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 Deputy Executive Director-II.** Applications received without supporting documents shall be summarily rejected.
16. 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.
17. 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.
18. **The last date for submission of application is 5th August, 2020, 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.

Dy. Executive Director-II (Finance & Admn.)