

# SAHA INSTITUTE OF NUCLEAR PHYSICS

Block-AF, Sector-1, Bidhannagar, Kolkata-700064

---

Saha Institute of Nuclear Physics (SINP), an autonomous Grant-in-Aid Institution under the administrative control of the Department of Atomic Energy (DAE), Govt. of India, is a premier Institute of basic scientific research located in Kolkata. SINP is looking for a dynamic and innovative REGISTRAR to Head the administration as per details given below. **The post will be filled up on *deputation basis* initially for a period of three years with a possibility of extension as per Government of India (GOI)/DAE rules.**

---

Designation	Scale of Pay	Salary plus admissible Allowance at the minimum of the scale (approx.)
<b>Registrar (No. of post: 01-Unreserved)</b>	<b>Pay Level 13 as per 7<sup>th</sup> CPC</b>	<b>Rs. 2.00 Lakhs (approx.)</b>

---

The selected candidate will be entitled to get D.A., H.R.A., and other allowances as per GoI/DAE rules in force from time to time.

The post will be filled from the eligible candidates within the DAE and its AIs and among candidates within other Government departments as per SINP norms.

**Essential Qualifications:** 5 (five) years of service at Level-12 in the same stream with an APAR score of 8 and above in each of the last five years.

**Desirable Qualifications:**

Degree in Law / MBA and/or candidates with a science background will be preferred. Familiarity with procedures of modern management techniques, clear knowledge of GoI rules and regulations, ability to prepare plans for budget and handle various policy matters are desirable.

The candidate is expected to have experience of working in various committees and should be capable of organizing Council meetings, drafting resolutions on issues related to research and development, and have skills in implementing the same into action.

Proficiency in e-governance, e-procurement, office automation, RTI matters, and knowledge of General Financial Rules are expected.

The person should be skilled in public relations and should be able to interact with scholars, scientists, staffs, etc.

**Job Description:** The selected person will have the overall responsibility of running a smooth and efficient administration. The Registrar shall act as the Secretary to the Governing Council of the Institute. In all matters concerning the Institute, he/she shall act under the general control and orders of the Director. The person is expected to interact with the Department of Atomic Energy/Aided Institutions under the Department of Atomic Energy, other Government Institutions etc.

**Application Procedure:**

Applications are invited from candidates in the prescribed format (attached herewith) through the proper channel on or before 08.11.2021 (15:00 hrs.) by email. See the attached General Instructions for further details.

**Selection Procedure:**

The shortlisted candidates will be called for interviews and a Selection Committee constituted for this purpose, will recommend a panel of candidates to the Governing Council of this Institute. Subsequently, offers will be made as per the approval of the Governing Council.

**The last date and time of receiving applications are 08.11.2021 (15:00 hrs. IST). Applications received after the due date and time will not be considered.**

**No. SINP/Estt./Advt./05/2021**

**Professor-in-charge, Registrar's Office**

**Date: 17.08.2021**

## **GENERAL INSTRUCTIONS :**

1. ALL THE APPLICATIONS MUST BE SENT BY E-MAIL ONLY TO THE E-MAIL ADDRESS [registrar.application@saha.ac.in](mailto:registrar.application@saha.ac.in) along with scanned copies of all the documents. Please attach the documents separately (preferably in pdf format), i.e., application form, testimonials, etc.

The employer may forward the application through employer's email-id or the applicant may also forward the scanned copies of the application but the same should contain the signature and stamp of the forwarding officer, failing which the application will be REJECTED.

2. Application fee is NIL
3. The attested copies of APAR for last 5 years may be sent by the employer when requested. However, it may be sent along with the application also.
4. Self-attested photo copies of documents in respect of age, educational qualification, experience and caste certificate/ex-serviceman (for reserved categories only) of the candidate must be submitted.
5. No correspondence will be entertained from the candidates regarding their selection/interview/appointment. **Canvassing in any form will disqualify a candidate.**
6. THE INSTITUTE RESERVES THE RIGHT TO FILL UP OR NOT FILL UP THE POSTS(S).
7. Any subsequent amendments/modifications, etc. on this matter will be notified in the Institute website only.
8. **No interim queries will be entertained.**

Applications in the prescribed application format (attached herewith) and duly self-attested documents in support of age, educational qualification, experience and caste certificate have to be sent by email to the abovementioned email-id addressing the **Director, Saha Institute of Nuclear Physics, 1/AF, Bidhannagar, Kolkata, 700064** on or before 08.11.2021 (15:00 hrs. IST). Applications received after the due date and time shall be treated as "REJECTED". Application without requisite documents will also be treated as "REJECTED". Application received through proper channel after the last date and time of receiving application will also be "REJECTED".

**Advt.No.: SINP/Estt./Advt./05/2021**

**Date : 17.08.2021**

**Professor-in-charge, Registrar's Office**