

INDIAN COUNCIL OF PHILOSOPHICAL RESEARCH
Darshan Bhawan, 36, Tuglakabad Institutional Area,
M.B. Road, Near Batra Hospital, New Delhi-110062
Tele: 011 2990 1516

**Filling up of the Post of Director (Admn/Finance) on transfer on
deputation failing which by Direct Recruitment**

Applications are invited from Indian Nationals for the following post :

Sl.No.	Post	Number of Vacancy with category	Grade
1.	Director (Administration and Finance)	1 post	(PB-3) Rs.15,600-39,100 + Grade Pay of Rs.7600 (pay under revision)

For the post of Director, under SR 9 of the RR of the Council, the Selection Committee may consider any person who has not applied or by invitation. The relaxation of age for SC/ST and for those who are working in Government/Semi-Government organisations will be applicable as per norms of the Government of India and the Council.

For more information, please see the website of the Council www.icpr.in. The application in the prescribed format, available in the Council's website may be submitted latest by on or before 10 March 2017.

Director (A&F) (i/c)
ICPR

INDIAN COUNCIL OF PHILOSOPHICAL RESEARCH
(New Delhi)

Indian Council of Philosophical Research, an Autonomous Organization fully funded by Govt. of India, Ministry of Human Resource Development, invites applications for the following post:

[1] Director (Administration & Finance) (01 post) – Pay Band of (PB-3) Rs.15,600-39,100 + Grade Pay of Rs.7600. **Age** - maximum **56 years** for **deputation** and **50 years** for **direct recruitment**.

Method of Recruitment : By transfer on deputation failing which by direct recruitment.

Essential Qualifications and Experience required for deputation :

- (i) Bachelor's Degree of a recognized university with good academic record.
- (ii) Officer of Central or State Governments or Universities, Research Institutions, Autonomous Bodies, Public Enterprises etc, in equivalent grade or at least with 5 years' regular service in the grade of Rs.10,000-325-15,200 (pre-revised pay scale) and above and having experience of Administration and Finance.

Essential Qualifications and Experience required for direct recruitment:

- (i) Bachelor's Degree of a recognized University with a good academic record.
- (ii) At least 10 years' experience of Administration and Finance, out of which at least 5 years' experience should be in a post not lower than the scale of pay of Rs.10,000-325-15,200 (pre-revised pay scale) in Central or State Governments or Universities, research institutes, autonomous bodies, public enterprises, etc.

Job Description of Director (Administration and Finance):

Responsibility includes, Financial Management, budgeting, preparation of final accounts/balance sheet, accounting, establishment matters and administration, procurement of various assets and preparation of agenda and minutes of statutory committee meetings

Place of Posting : New Delhi

GENERAL TERMS & CONDITIONS

1. The prescribed qualifications are the minimum and mere possession and fulfilment of the essential and desirable qualifications for a post does not entitle the candidate to be called for interview/ test.
2. Application must be neatly typewritten on A-4 size paper in the prescribed proforma (**Annexure-I**). The proforma can also be downloaded from the website www.icpr.in
3. One recent passport size photograph should be pasted on the top right hand corner of the application and be signed by self across. Application without photograph will be treated as incomplete application and will not be considered.
4. Envelope containing application should be super-scribed with **“APPLICATION FOR THE POST OF _____”**
5. The candidates short-listed for interview/ test will be informed by post, e-mail as well as notified in the Council’s website. The Council will not be responsible for any postal delay.
6. Original certificates should be produced only at the time of interview/test. However, attested photocopies of testimonials may also be attached with the application in support of their educational qualifications and experience etc.
7. Candidates may send an advance copy of application in case they are working with any Government/semi Government organisations. However, advance application shall be entertained only when application **through proper channel (Forwarding Authority)** is received. It shall be, however, necessary to furnish **“No Objection Certificate”** from the parent department/present employer at the time of interview/test.
8. Applications received after expiry of the prescribed period and/or found to be incomplete in any manner or not submitted in prescribed proforma will not be entertained.
9. The decision of the Council in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.

10. The Council reserves the right not to fill up any of the vacancies advertised, if the circumstances so warrant.
11. The terms and conditions of deputation will be regulated in accordance with OMs/Orders issued by the Department of Personnel & Training and as amended from time to time.
12. Forwarding Authority is to ensure that the applications must be accompanied by ACRs for last five years, Integrity Certificate and Vigilance Certificate. In case of photocopies of A.C.R are sent, these may be attested by an officer not below the rank of Under Secretary of the Government of India. The experience claimed may be tallied with the job description mentioned in the CR reports.
13. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.
14. Age relaxation to SC/ST/OBC and Physically Handicapped candidates etc., shall be as per the Govt. rules.
15. The application complete in all respect must be sent to **Director (A&F) - I/c, Indian Council of Philosophical Research, 36 Tughlakabad Institutional Area, M.B. Road, New Delhi - 110 062** latest by **10 March 2017**
16. For the post of Director, under SR 9 of the RR of the Council, the Selection Committee may consider any person who has not applied or by invitation.

sd/-
DIRECTOR (ADMINISTRATION & FINANCE) i/c.
10 February 2017



Indian Council of Philosophical Research
36 Tughlakabad Institutional Area, Mehrauli
Badarpur Road, New Delhi - 110 062
www.icpr.in; E-mail: icpr@bol.net.in and icprhgrs@gmail.com

Annexure-I

Affix recent
passport size
photograph
duly signed on
the same by
the applicant.

BIO-DATA

1. Post applied for : Director (Admn/Finance)
(i) Whether Direct/Deputation or contractual basis - please clearly mention :
2. Name of the applicant :
3. Father's/husband's Name :
4. Date of birth & Age :
5. Sex - Male / Female :
6. Marital Status :
7. Whether General/ST/OBC :
8. Address {Postal/Permanent} :
.....
.....
Pin Code
9. E-mail ID :
10. Telephone/Mobile No. :
11. Present post held :
12. Date of Appointment in the Present post :

13. Present Pay (Specify whether regular Pay or ACP/MACP pay) :

14. Scale of pay and grade pay :

15. Educational Qualification:

S.No.	Exams.Passed	Board/University	Year	Division	Subjects

(Please attach attested Xerox copies of the testimonials)

16. Experience:

S.No.	Office in which worked/Designation	From	To	Nature of duties (attach experience Certificates)	Whether regular or on deputation

(Please use extra sheets, if necessary by indicating the period of experience as mentioned in the job description for the post)

17. Please state clearly whether in the light entries are made above, you meet the requirement of the post :

18. Awards, Prize, Scholarship, etc., secured : _____
during education carrier

19. Languages known : _____

20. Other information, if any : _____

UNDERTAKING

I hereby certify that the above information recorded are correct to the best of my knowledge and belief.

Signature of the applicant

Date : _____

Place: _____

Certificate by the forwarding office in case of applications on deputation terms

Forwarded and certified that the information furnished by Shri/Smt./Ms. _____ in his/her application has been verified from records and is found to be correct and he or she is having relevant experience mentioned as per the job description.

It is further certified that no vigilance/disciplinary case is either pending or contemplated against Shri/Smt./Ms. _____.

Xerox/true copies of the CR documents of the above candidates who preferred for deputation for the post ofin ICPR for the last 5 years duly attested, are enclosed.

Signature _____

Name _____

Designation _____

(office seal)

No. of enclosures attached