

Indian Council of Philosophical Research
(An autonomous Body under the Govt. of India)
Darshan Bhavan, 36 Tughlakabad Institutional Area,
New Delhi 110062
Ph Nos. : 011-29901516 Web site: www.icpr.in

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ADVERTISEMENT FOR FILLING VACANCIES ON DEPUTATION BASIS

Indian Council of Philosophical Research, a body fully funded by the Government of India, Ministry of Human Resource Development invites applications from well qualified and experienced employees of Central or State Governments or Universities or Institutions of Higher Education or Autonomous Bodies, for appointment of one post of Director (Administration and Finance) on **DEPUTATION BASIS** initially for a period of one year and extendable on yearly basis for its Headquarter office at New Delhi Office. The details of post are as under:

<i>Sl. No.</i>	<i>Name of the post/Pay Band</i>	<i>No. of posts</i>	<i>Educational Qualifications and Experience prescribed for the post</i>
1	Director PB-3 -Rs.15600-39100+Grade Pay Rs.7,600/-	01	Officers from the Central or State Governments or Universities or Autonomous Bodies; (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) officer of Central or state Government or Universities/research Institutions, autonomous bodies, Public enterprises etc., in equivalent grade or at least five years service in the pay scale of Rs. 10000-15200/-[PB-3 -Rs.15600-39100+GP Rs.6600/-Revised] and above in the parent cadre/ department; and having experience of Administration and Finance (b) Possessing Bachelor's degree of a recognized University with a good academic record.

GENERAL TERMS & CONDITIONS

1. The prescribed qualifications are the minimum and mere possession and fulfillment of the essential and desirable qualifications for a post does not entitle the candidate to be called for interview.
2. Application must be neatly typewritten on A-4 size paper in the prescribed proforma (**Annexure-I**). The proforma can ALSO be downloaded through 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.

4. Envelope containing application should be super-scribed with “**APPLICATION FOR THE POST OF Director (Administration and Finance).**”
5. The candidates short-listed for interview/ test will be informed by post. 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. However, advance application shall be entertained only when application **through proper channel (Forwarding Authority)** is received. It shall be 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 application complete in all respect must be sent through Proper Channel **to the Member Secretary, Indian Council of Philosophical Research, Darshan Bhavan, 36 Tughlakbad Institutional Area, Near Batra Hospital, New Delhi – 110062**, latest by **30th June, 2014**.
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.
13. The **maximum age limit for appointment by deputation shall not exceed 56 years** as on the closing date of receipt of application.
14. Candidates already applied for the above mentioned post need not be applied again.

Sd/-

Member Secretary

Prescribed Proforma

**For the Post of Director (Administration and Finance) in Indian Council of
Philosophical Research, New Delhi on deputation basis.**

PART-A

1. **Name of the Post** _____
2. Name in Full (in block letters) _____
3. Father's / Husband's Name _____
4. Date of Birth _____ Age _____
5. Nationality _____
6. **a) Address for correspondence (in block letters)**

Affix your latest
Photograph

Pin Code _____

Telephone /Mobile _____

E-Mail ID _____

- b) Permanent Address (in block letters)**

Pin Code : _____

7. Whether you belong to (Please tick) SC ___ ST ___ OBC ___ PH ___ GEN ___
(Attach copy of certificate if you belong to SC, ST, PH or OBC)

8. Educational Qualifications :-
(In chronological order from the Bachelor's Degree and onwards)

Sl. No	Degree / Specialization	University / Institution	Division or equivalent	Percentage or Marks
S. No.	Organization	Period From To	Particulars of Training	

- 9 Professional Training (if any):

S. No.	Organization	Period From To	Particulars of Training

10. Knowledge of working on PC/ work station and Familiarity with software Packages
(Please specify) :

11. Employment Record (details in reverse chronological order, starting with the last job)

S. No.	Name & Address of the Employer & Type of organization (Central/State/University//Institution of Higher Education/Autonomous)	Period of service in each post (Duration in Months) From To	Designation of post held & scale of pay	Nature of work and level of responsibilities
<p>Note : Please indicate your total experience for eligibility to the post applied for :..... years months (attach attested copies of the experience certificates)</p>				

PART-B

Additional details about present employment, if any.

1. (a) Present Pay Scale : _____
 (Central Govt. / State Govt. / University / Autonomous Organization)
(Please delete which are not applicable)

(b) If pay scale has been revised recently, state the date of revision and also the pre - revised pay scale.

Pre-revised Revised

- (i) Basic Pay
- (ii) Dearness Allowances
- (iii) Other Allowances
(please specify)

Total Gross Salary : _____
(Attach copy of Last Pay Slip in support of above)

2. Whether the present post held is a regular position or ACP/MACP position:

3. Any other information you may wish to furnish _____
 (in brief and no annexure be enclosed)

4. Name and address of 2 persons (not related to you) who are well acquainted with your academic record and professional work for reference:-

1. _____ 2. _____

PART – C

DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. At any time I am found to have concealed / distorted any material information, my appointment shall be liable to be summarily terminated without notice / compensation.

SIGNATURE OF CANDIDATE

Date : _____

Place : _____

PART – D

FORWARDING AUTHORITY / EMPLOYERS ENDORSEMENT

This is to certify that Dr./Sh./Smt. is working as from on regular basis in our department / institute / organization. The above details given by him/her are verified and found correct as per our records. It is further certified that no vigilance / disciplinary case and departmental enquiry is either pending or contemplated against him / her. The integrity of the officer is also certified. In case of his / her selection, he / she will be relieved on deputation basis and his / her lien will / will not be retained by this organization.

Signature of Employer with Office Seal

Date _____

Place _____

Note : Attested copies of all the relevant documents asked for must be attached with the Application without which the application will be summarily rejected.

