

प्रो. अनुराग कुमार
निदेशक
Prof. Anurag Kumar
Director



भारतीय विज्ञान संस्थान
बैंगलूर - 560012, भारत
Indian Institute of Science
Bangalore - 560 012, INDIA

F. C. Railway Board
FTS No. 32555/2015
Date 26/3/15

DIR: R14
9th March 2015
20

Dear Mrs Rajalakshmi Ravikumar,

The Indian Institute of Science, the nation's foremost institution for higher education and research in science and engineering, has begun the process of recruiting a new Registrar. A copy of the advertisement is enclosed.

The Registrar's position is a very important one for the smooth functioning of the Indian Institute of Science. The Registrar is in charge of the administrative setup of the Institute. In addition, the Registrar is the ex-officio secretary of many of the bodies such as the Court, the Council, and the Senate.

As you might be aware of suitable applicants to the post of Registrar at IISc, I am writing to request you to encourage such applicants to apply. You may even write to me, at the email address below, if you have any such suggestions.

Thanking you in advance, and with my best regards,

Yours sincerely,

Anurag Kumar

Mrs Rajalakshmi Ravikumar
Financial Commissioner (Railways)
Ministry of Railways
Room No. 232, Rail Bhavan
Rafi Marg
New Delhi 110 001
Email: fc@rb.railnet.gov.in

Encl: advertisement for the
post of Registrar, IISc.

INDIAN INSTITUTE OF SCIENCE
BANGALORE 560 012

Advt.No.R(1A)308-2/2015

26th February, 2015

Indian Institute of Science (IISc) was established in 1909 and is a premier autonomous Institution for education and research in science and engineering, funded by the Ministry of Human Resource Development (MHRD), Govt. of India. The Institute has recently completed a century of major contributions to the nation, and has put in place new infrastructure (buildings and equipments), several new inter-disciplinary programmes, and a brilliant faculty. The Institute has embarked on the mission to become a world leader in advance education and research. With this in mind, the Institute is looking to build a professional and responsive administration, and is therefore seeking a dynamic individual for the post of REGISTRAR to be filled either on DIRECT RECRUITMENT or on DEPUTATION ON FOREIGN SERVICE basis on standard terms and conditions of Government of India. The details are as under:

Sl. No. 1	Post	Registrar (01 Post- Unreserved)
	Pay Structure	Pay Band – 4. (Rs. 37400-67000 with Grade Pay Rs. 10000/- p.m.)
	Tenure of appointment	5 years from the date of joining or 62 years of age, whichever is earlier.
	Essential Qualification	A Post Graduate Degree with at least 55% marks or its equivalent grade.
	Experience	At least 15 years of Experience as Assistant Professor in the AGP of Rs. 7000 and above or with 08 years of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in Educational Administration or Comparable experience in Research Establishments and other Institution of Higher education or 15 years of Administrative Experience of which 8 years shall be as Deputy Registrar or an equivalent post in Government / PSU / Autonomous Organization / Educational Institute of higher learning
	Desirable	Degree in Law / Management. Experience in personnel management, industrial relations, campus management and other aspects of administration preferably in a large educational or R&D institution and the ability to enhance and sustain computerized administration with innovation. Proven qualities and all round ability to co-ordinate and lead a team of officers with a variety of expertise
	Job Description	Registrar shall report to the Director and will be in over-all charge of administration of the Institute and will provide administrative support to the Director. The Registrar is Ex-officio Secretary of the Court, Council, Finance Committee, Senate, Board of Trustees and of the Committees appointed by the authorities and may also be called upon to take up other duties assigned by the Director.
	Age limit	55 Years

General Conditions

1. The candidate must be a citizen of India.
2. Applicants serving in Government/Semi-Government Organizations/Public Sector Undertakings/ Autonomous Bodies must send their applications "Through Proper Channel.". However, an

advance copy of application may be sent before 20th March 2015, followed by the original application through proper channel.

3. The Selected Candidate(s) will be covered under the New Contributory Pension Scheme as notified by the Government of India, Ministry of Finance vide notification No. 5/7/2003ECB&PR dated 22nd December, 2003.
4. IISc reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IISc also reserves the right NOT to fill any of the post advertised.
5. Candidates shall have to produce original documents at the time of appearing in the interview.
6. No correspondence whatsoever will be entertained from candidates regarding conduct/result of interview and reasons for not being called for interview.
7. The prescribed essential qualification/experience indicated are a bare minimum and mere possession of these will not entitle the candidates to be called for interview. Where the number of applications received in response to an advertisement is large, and it may not be convenient or possible for IISc to interview all the candidates, IISc may restrict the number of candidates to be called for interview to a reasonable limit, on the basis of qualification and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed along with documentary evidence.
8. The qualification prescribed should have been obtained from recognized universities/institutions.
9. Outstation candidates called for interview will be paid railway fare (2nd AC) from the place of duty/residence to Bangalore and back by the shortest route.
10. **Applications that are incomplete or not in prescribed format or without self attested copies of relevant documents (both qualification & experience) will not be entertained/accepted.**
11. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post.
12. If information given in an application is found to be incorrect/false, at any stage, the candidature is liable to be cancelled and any appointment made is liable to be terminated.
13. The Institute reserves the right to relax age and experience in exceptional cases in respect of in-service candidates from IISc.
14. Every application must be accompanied by a one page write-up of the applicant's appreciation of the role and functions of the position of Registrar and how he/she can contribute to the Institute as well as why he/she considers oneself to be suited for the post.
15. The application duly filled in the prescribed form along with supporting enclosures must reach the **Office of the Deputy Registrar, Council Section, Indian Institute of Science, Bengaluru-560012** on or before 03.04.2015 (5.00PM). IISc shall not be responsible for postal delays, if any. The envelope should be super scribed as "**Application for the post of Registrar**". Applications received after the due date shall not be considered.
16. Prescribed application form may be obtained from IISc website: [Registrar post fillable application.pdf](#)

BANGALORE
Date: 26/2/2015

REGISTRAR