



**KSCSTE- CENTRE FOR WATER RESOURCES**  
**DEVELOPMENT AND MANAGEMENT, KUNNAMANGALAM,**  
**KOZHIKODE – 673 571**  
*(An Institution of Kerala State Council for Science, Technology  
and Environment, Government of Kerala)*



**Recruitment of Registrar**

No.CWRDM/2046/2018-E1

Date:06.03.2023

CWRDM is a premier R & D institution in water sector established by the Government of Kerala. We invite dynamic, talented and eligible Indian citizens for filling up the post of Registrar as per the qualifications and details published in our website [www.cwrmdm.org](http://www.cwrmdm.org). Scale of pay: Rs.68700-110400 (State Scale – pre revised). Upper age limit: 55 years as on date of notification of vacancy. Interested candidates may apply in the prescribed application form which can be downloaded from the website so as to reach the Registrar, KSCSTE-CWRDM, Kunnamangalam P.O. Kozhikode-673 571, on or before 17.04.2023.

Details about the position, pay, academic qualifications, experience, format of application and other general conditions are given below:

Post code	Vacancy	Qualifications
<b>RE01/2023– (Registrar) Scale of pay Rs.68700-110400(pre revised)</b>  <b>Upper age limit:55 years as on the date of notification of the vacancy.</b>  <b>Tenure of Appointment:Initially for a period of 5 years and will be extendable based on the performance</b>	<b>01</b>	<b>Qualification and Experience:</b>  <b>(a)Essential Qualifications</b>  (1) Post Graduate of a recognized University.  (2) Fifteen years of Administrative experience under State or Central Government or in a Central Government or State Government R&D Institution or PSUs, of which, 10 years must be in a Senior Officer's capacity.

	<p><b>(b) Desirable</b></p> <p>1) Preference will be given to those having MBA or LLB or Experience in R&amp;D Institution under Central or State Government.</p> <p>(2) Post Graduate Diploma in Personal Management and Industrial Relations of a recognized University or Institution.</p>
--	---

**General Conditions:**

1. Candidates should have a valid e-mail id and mobile number which should be kept active till the declaration of final result. All communications relating to this advertisement shall be sent by e-mail id mentioned by the candidate in his/her application.
2. Upper age limit will be in no case exceed 55 years as on the date of notification of the vacancy.
3. Candidates already employed in organisations of Central/State Government are required to submit their applications with No Objection Certificate (NOC) from the present employer. The original NOC should be produced at the time of interview.
4. The decision of KSCSTE-CWRDM in all matters relating to eligibility, acceptance or rejection of applications shall be final and no enquiry or correspondence will be entertained in this connection from any individual.
5. Director, KSCSTE-CWRDM reserves the right to cancel the recruitment process without assigning any reason thereof.
6. The names of candidates short listed for interview will be intimated. Intimation to this effect will be sent by post and also through the e-mail id furnished by the candidate.
7. Canvassing in any form and /or bringing any influence, political or otherwise will be treated as disqualification for the post applied for.
8. The crucial date for determination of essential qualification, experience and age limit will be based on the date of notification of the vacancy.
9. Candidates have to produce the proof of details furnished in their applications, in original, as and when required.
10. No TA/DA will be paid for attending the interview.
11. KSCSTE-CWRDM reserves the right not to fill up the post without assigning any reasons.

### **Job Description**

Registrar is the Head of Administration and Finance Division. He/ She is responsible to aid and advise the Director on all matters relating to the Administration and Finance. He/She is also responsible for the Campus Administration. His/Her role expected to be a facilitator of administrative back up for all research and development activities of the Centre. He/She should be highly motivated and totally in sync with the organizational goals. He/She shall co-ordinate various activities of the Centre and should possess good organizing abilities. He/She may have to encounter with frequent occasions to deal with organisational development and organisational behaviour challenges.

### **Duties and Responsibilities:-**

1. To be the convener of Management Committee meetings
2. To prepare agenda notes and minutes of the MC and ensure follow-up action of the decisions of the Management Committee.
3. To manage and supervise the function relating to HR/Administration/Finance and Accounting/Purchase/Upkeep the maintenance of the Campus.
4. To exercise the powers for appointments, Promotions, Transfers of employees as decided by the higher authorities.
5. To conduct assessment promotion of the staff.
6. To accord sanction for purchase and civil works in accordance with the delegation of powers.
7. To sanction leave to all the employees except for himself.
8. To initiate disciplinary action with the approval of the competent authorities.
9. To train and develop the employees of the Centre.
10. To plan and execute works for the general improvement of the Campus/Infrastructure development.
11. He/She should be conversant with latest IT practices in Accounting/HRM/Inventory Management etc.
12. Any other duties that may be assigned by the higher authorities from time to time.

### How to Apply:

1. The application form which can be downloaded from our Website [www.cwrddm.org](http://www.cwrddm.org) with detailed biodata, proof of qualifications/experience (duly attested) along with a passport-size photograph addressed to the Registrar, KSCSTE-CWRDM, Kunnamangalam P.O. Kozhikode-673 571, on or before – 17.04.2023. The cover containing the application should be super-scribed with “Application for the post of Registrar, KSCSTE- CWRDM”
2. No TA/DA will be paid for attending the interview.
3. Applicants are requested to carefully go through the full text of the advertisement and the instructions in particular.
4. To apply, the applicant must fill the application and attach the relevant copies of mark sheet (Consolidated), Degree Certificate, Experience Certificate, NOC, proof of Date of Birth and proof of equivalent Grade pay etc. If the certificates are in a language other than English, attested translation should be uploaded.
5. Candidates employed in Central/State PSUs shall submit necessary certificate to prove equivalent Grade Pay for the post applied for.
6. If the number of applications received in response to the advertisement is large, KSCSTE-CWRDM will short list the candidates to a reasonable limit based on the essential and desirable qualifications/record of academic performance/relevant experience for the post or any other benchmarks as decided by KSCSTE-CWRDM. A committee will screen the applications for short listing the candidates to be called for interview.
7. The decision of KSCSTE-CWRDM in all matters relating to eligibility, acceptance or rejection of applications shall be final.
8. The Candidates should produce the original certificates at the time of interview. Non-production of the original certificates/ production of original certificates at variance with the submission details will result in disallowing the candidate from appearing for the interview.
9. Candidates currently working in any other organisation should submit the proof of their current employment.
10. Applications should be submitted before the deadline prescribed i.e 17.04.2023 5 P.M.

  
06/03/23  
**EXECUTIVE DIRECTOR**  
**KSCSTE-CWRDM**