

INSTITUTE OF ECONOMIC GROWTH
University of Delhi Enclave, Delhi – 110007

Job code No.IEG/Registrar/10/2023

16th June 2023

Online applications are invited from eligible Indian Nationals for the appointment of 1 (One) post of Registrar (Unreserved) at the Institute of Economic Growth Delhi. Eligible and willing applicants may submit their application **on or before 10th July 2023**.

The Institute is an autonomous research and training organization established in 1952. The Institute's faculties work in several areas of Economics, Demography, Development, and Sociology.

Detailed Description of the Position

1.	Name of the Post	Registrar
2.	No. of Position	1 (One). The post is open to all categories for tenure of 3years.
3.	Scale of Pay	Pay Matrix Level 13 in 7 th CPC (Total present Emoluments Rs.2,18,263 at the minimum of the Pay Matrix + Retirement benefits)
4.	Age Limit for Direct Recruitment	Preferably below 55 years
5.	Educational & Other Qualifications	<p>Essential:</p> <ol style="list-style-type: none">1) Master's Degree of a recognized University with at least 55% marks or equivalent grade from a recognised University/ Institution.2) Experience in managing the administration/finance and accounts of reputed Educational and Research Institutions/Government/Autonomous/Statutory Body/ PSU/ or any recognised institution.3) At least 10 years of experience, as above, out of which 6 years at Level 11 or 3 years at level 12 of Pay Matrix (7th CPC) or holding the analogical post. <p>Desirable:</p> <ol style="list-style-type: none">1) Proven abilities in the management of day-to-day Academic/Teaching Administration/Establishment/finance/accounts activities e.g. Academic enrolment of students/examination implementation of syllabus/co-ordination with faculty/ Recruitment/promotion/establishment matters, pay & allowances and statutory matters like auditing, Income Tax & GST. Conversant with Government of India Personnel, Administrative General Financial Rules (GFR) & Procurement Rules and Accounting Procedures. Liaison with Government and other funding Institutions, Supervision of staff etc.2) Proven abilities in analysing annual accounts, preparing annual budget estimates and budgets for the Government & Funding agencies.3) Proven skills in drafting Agenda Notes and Minutes of the meetings;4) Working knowledge of computers and MS Office and/or other office related software.
6.	Method of Recruitment	By transfer/ transfer on deputation/ contract failing which by direct recruitment for a period of 3 years.

7.	Eligibility for Retired Persons	Retired person from Pay Matrix Level 13 or above, having Experienced as mentioned in column 5 above, and below the age of 62 years may also apply. The pay of a retired person, if selected, will be regulated in accordance with the rules of the IEG/Government of India.
8.	Selection Process	The eligible candidates will be required to appear for an interview to adjudge their ability of expression and knowledge in relevant areas of Academic, Administration, Establishment, Finance and Accounts.

General Instructions for Candidates

1. The application has to be filled out online on the Institute's website i.e. www.iegindia.org under the "Career" web link along with the instant advertisement. The application is to be submitted by **10th July 2023**.
2. After submission of the online application, applicants are required to download the filled-up application form and send hard copy of it by post along with self-attested educational qualification certificates and testimonials, names, email, and phone no. of three references/ or letters of three references.

On the top of the envelope, please write "Application for the Post of Registrar, addressed to the Director, Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi-110007. The hard copy of the application should reach by **17th July 2023**.

3. Candidates serving in Government/Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit their application through proper channel. Applications received from such candidates by direct will not be entertained. Further, they are required to submit their 'No Objection Certificate (NOC)' along with Vigilance Clearance at the time of the interview, if not submitted earlier along with the application. The salary of the candidate working in the pay scale will be protected if selected.
4. Qualifications and experience are relaxable at the discretion of the Institute in case of candidates otherwise well qualified and experience.
5. Consequent to the adoption of self-certification provisions as required by the Government of India, the Institute shall process the applications entirely on the basis of information/ documents submitted by the candidates duly self-attested. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall be the sole responsibility of the candidate.
6. Candidates called for physical interview should report along with all the testimonials/certificates in original along with photo ID as per eligibility conditions.
7. Candidates should possess the prescribed qualification and experience as of the closing date for submission of online application.
8. Applications which do not meet the criteria given in this advertisement and/or incomplete applications are liable to be summarily rejected.

Further, merely fulfilling the minimum qualifications or the eligibility criteria does not entitle a candidate to be necessarily considered or called for an interview. More stringent criteria may be applied for short-listing the candidates to be called for an interview.

9. No correspondence or personal inquiries shall be entertained by the Institute. The candidates may visit the Institute's website: www.iegindia.org for any information from the Institute including short-listing, interview calls and selection. Correspondence, if any, in this matter will be sent to the e-mail ID provided by the candidate.
10. Corrigendum/addendum (if any) shall be posted on the Institute's website only.

11. The Institute reserves the right not to fill the above position if circumstances so warrant. The Director, IEG, is competent to decide not to fill up the above posts without assigning any reason. The decision of the Selection Committee shall be final.
12. Out-of-station shortlisted candidates may be called for online interviews. In case they are required to attend the interview physically, they shall be reimbursed round-trip economy class airfare within India. No local conveyance will be provided.
13. In case of any inadvertent mistake in the process of selection, which may be detected at any of the stages even after the issue of the appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate. After antecedent verification, if any negative/adverse report is received by the Institute from the concerned authorities, the appointment shall be canceled immediately without any further notice.
14. Further, clarification for the positions if any can be referred to the email ID: diroffice@iegindia.org with a copy to sibasankar@iegindia.org.

DIRECTOR