

BIRBAL SAHANI INSTITUTE OF PALAEOBOTANY
(An Autonomous Institution under the Department of Science and Technology,
Government of India, New Delhi)
53, University Road, Lucknow - 226 007, UP (India)
FAX: 0522-2740485
Website <http://www.bsip.res.in>

ADVERTISEMENT No. 05/2014

Applications are invited from Indian nationals for the direct recruitment for the administrative post of Registrar, Birbal Sahni Institute of Palaeobotany, Lucknow. The Registrar is the overall in-charge of administration, including accounts in the Institute and is responsible for discharge of his duties and functions in accordance with the Rules, Bye-laws and Staff Rules of the Institute and also in accordance with General Financial Rules, Delegation of Financial Power Rules, other instructions/orders/rules and procedures in force and/or amended/issued by the Government of India. The Registrar is also responsible for exercising such other powers and performs such other functions/duties as may be assigned to him under the Rules, Bye-laws and Staff Rules of the Institute by the Director or Governing Body of the Institute.

The details of pay-scale, age limit and educational and other qualifications for the post are as under:

Scale of pay : Pay Band -3: Rs.15,600-39,100 + Grade Pay : Rs.6,600

Age limit : Below 50 years on the closing date for receipt of applications.

Educational and other qualifications :

(a) Essential

- (i) Graduate degree of a recognized University with minimum 55% marks or equivalent.
- (ii) At least eight years administrative experience in a supervisory capacity in Government Department/Scientific Institution/University, of which at least four years of experience in the pay scale Rs. 15,600-39,100 (PB-3) with Grade Pay Rs.5400/- (as per 6th Central Pay Commission) or equivalent scale and having thorough knowledge of Government of India's rules and regulations.

(b) Desirable

- (i) Degree or Diploma in Management/Public Administration/Law
- (ii) Conversant with use of computers for office automation

Period of Probation : Two years

GENERAL:

1. Mere fulfilling of the minimum advertised qualification and experience requirements **DOES NOT** automatically entitle an applicant to be called for interview.

2. All the applications received within the due date in response to this advertisement shall be considered for short-listing by a Screening Committee and **ONLY** the candidates recommended by the Screening Committee will be called for interview. The decision of the Institute on short-listing of the candidates will be final and the Institute will not entertain any correspondence in this respect.
3. Qualifications, experience and other requirements for the posts may be relaxed at the discretion of the Institute in respect of candidates otherwise well qualified.
4. Crucial date for determining the age limit shall be the closing date for the receipt of applications from the candidates' i.e. **October 20, 2014**; provided that the age limit is relaxable by five years in respect of candidates belonging to SC/ST categories, three years for candidates belonging to OBC category and 10 years for physically handicapped persons; provided that in case of applicants already in service (including on contingent basis) in the Birbal Sahni Institute of Palaeobotany, Lucknow, the age restrictions shall not apply.
5. No application fee for SC/ST/PH candidates. Other candidates are required to pay Non-refundable application fee of **Rs. 100/-** in favour of Birbal Sahni Institute of Palaeobotany, Lucknow through **DEMAND DRAFT ONLY** drawn on any Nationalized Bank payable at Lucknow. **NO OTHER** mode of payment of application fee is acceptable.
6. Persons working in Central/State Government/Public Sector Undertakings/Autonomous Bodies should submit their applications through proper channel. Advance copies of applications are to be submitted within due date.
7. The appointing authority will satisfy itself that the character and antecedents of the persons proposed to be appointed are such as not to render them unsuitable for appointment. The Institute reserves the right not to fill up the post, if it so decides.
8. If at any time before or after the selection of a candidate, it is found that any information is suppressed or false; his selection will be liable to be rejected or cancelled.
9. Usual allowances as per rules of the Institute, which are on the Government of India pattern, are admissible.

HOW TO APPLY:

Interested candidates should submit their application **ONLY** in the prescribed proforma given below along with attested copies of marksheets, certificates, degrees, testimonials, etc., to the **DIRECTOR, BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY, 53, UNIVERSITY ROAD, LUCKNOW 226007, U.P. (INDIA)** latest by **October 20, 2014**. Visit us also at <http://www.bsip.res.in> for advertisement and prescribed proforma. Incomplete applications, applications not in the prescribed proforma or applications **NOT** received within the due date will **NOT** be considered. Canvassing in any form will be treated as disqualification. Interim enquiries will **NOT** be entertained.

APPLICATION PROFORMA

1. Post applied for : REGISTRAR
2. Advertisement No. : 05/2014
3. Name of applicant in capital letters : _____
4. Father's / Husband's name : _____
5. Date of birth : _____
6. Age as on the closing date : Years _____ Months _____ Days _____
for receipt of applications
i.e. October 20, 2014
7. Marital Status : _____
8. Complete postal address for : _____
communication with _____
Pin Code (in block letters). _____
9. Complete permanent address : _____
with Pin Code (in block letters) _____
10. (i) Contact No. with STD code : _____
(ii) Mobile No.: _____

E-mail ID : _____
11. Qualifications (from High School onwards) :

Affix recent
passport size
colour photo

| Examination/ Degree (Academic/ Professional) | Subject/ Specialization | Year | Division | % Marks/ Grade | University/ College/ Board | Distinctions/ Scholarships |
|---|----------------------------|------|----------|----------------------|----------------------------------|-------------------------------|
| | | | | | | |

12. Details of experience/employment :

| Sl. No | Name of Organization (Give complete address) | Post held | From | To | Pay scale/ emoluments | Nature of Duties |
|-----------|---|-----------|------|----|--------------------------|---------------------|
| | | | | | | |

13. Whether belong to reserved category (SC/ST/OBC) : _____
14. Additional information, if any : _____
15. Details of enclosures attached : _____

Declaration to be signed by the candidate:

I hereby undertake that the entries in this application form are true to the best of my knowledge and belief. If it is found at any time that I have concealed any material information or given any false information in my application, my appointment shall be liable to be summarily terminated without notice or compensation.

Dated:

Signature of the applicant