



हरीशन अनुसंधान संस्थाचन्द्र-

HARISH-CHANDRA RESEARCH INSTITUTE

एचआरआई/HRI/1064/2109

दिनांक/Date: 05.01.2024

सूचना/NOTICE

SELECTION PROCESS FOR THE POST OF REGISTRAR

1. The selection for the post shall be made through a two tier process. The first tier shall consist of a Written Test and a Preliminary Interview.
2. The schedule for the Written Test and the Preliminary Interview is available on the website of the institute, vide notices HRI/1064/2098 and HRI/1064/2097 dated 04.01.2024.
3. The Written Test shall be for 60 marks and the Preliminary Interview shall be for 40 marks. The total marks for the first tier of the selection process is, thus, 100.
4. A preliminary merit list of candidates securing at least 60 marks **in total** in the Written Test and Preliminary Interview **combined** shall be prepared.
5. If two candidates obtain the same marks, then the candidate whose date of birth is earlier shall be placed ahead of the other in the above mentioned merit list. When both the marks obtained and the dates of birth are the same, the candidates shall be placed in alphabetical order of their names as given in their application forms, ignoring initials.
6. The **first eight candidates** in order of merit on the list so prepared (points 4 and 5 above) shall be called for the **Final Interview**, which shall be **the second and final tier** of the selection process for the post.
7. The Final Interview for the post of the Registrar, HRI as advertised through the advertisement HRI/3/2023 shall be held on 27.01.2024, Saturday, at the HRI campus.
8. The appointment to the post shall be made by the Governing Council of HRI on the recommendation of the Director, HRI, based on the performance in the Final Interview mentioned above.
9. Candidates are advised to peruse annexures 1 to 3 of this notice for further information on the Written Test, the Preliminary Interview and the Final Interview.

Sd./-
Acting Registrar

Important Information on the Written Test**Total Marks = 60****Syllabus and Distribution of Marks**

S.No.	Syllabus Topic	Marks
1.	DAE, the organization of the department and its activities	04
2.	HRI, the institute and its activities	04
3.	Popular Knowledge of Science	04
4.	Service Rules	25
5.	Relevant Acts	13
6.	Short Essay (about 400 words) on a given topic	10
	Total	60

Structure of the Written Test:

The written test shall consist of 50 questions of the objective/short-answer type on the topics listed in S. No. 1 through 5 of the table above, together with 1 question requiring a short essay (400 words) on a given topic. Each of the 50 objective/short-answer type shall carry 1 mark and the short essay, 10 marks. The sub-topics under S. No. 4 and 5 above are detailed below.

Sub-topics under Service Rules:

FR&SR, CCS Leave Rules, CCS Pension and Retirement Benefits Rules, National Pension System (NPS), CCS (CCA) Rules, LTC Rules, Rules on TA, DA and other allowances, GPF Rules, Reservation & Concession Rules, Technical Resignation and Lien Rules, GFR, Pay Fixation Rules, GeM and Procurement Rules, PFMS.

Sub-topics under Relevant Acts:

Right to Information Act, 2005, Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Payment of Gratuity Act, 1972, Indian Contract Act, Income Tax Act (mainly, Salaried Income, GST Rules, TDS), Information Technology Act, 2000.

Important Information on the Preliminary Interview

Total Marks = 40

1. Each candidate shall be required to make a presentation (Power Point or similar) of 3 to 5 minutes in length on the nature of their present job and past experience, including education and training received.
2. 10 marks of the total of 40 shall be marked for the presentation.
3. The interview shall aim to assess the suitability of the candidates for the post of Registrar, HRI through the information presented by the candidate, general awareness, communication skills, problem solving abilities and overall personality.

Important Information on the Final Interview

Total Marks = 100

1. Each candidate shall be required to make a presentation (Power Point or similar) of 3 to 5 minutes in length on the nature of their present job and past experience, including education and training received (**presentations made for the preliminary interview may be used**).
2. The interview shall aim to assess the suitability of the candidates for the post of Registrar, HRI through the information presented by the candidate, general awareness, communication skills, problem solving abilities, **knowledge of topics listed in the syllabus for the Written Test (Annexure 1)** and overall personality.
