



हरीश-चन्द्र अनुसंधान संस्थान

HARISH-CHANDRA RESEARCH INSTITUTE

Chhatnag Road, Jhunsi,
Prayagraj (Allahabad) - 211019

Advt. No. HRI/3/2023

INVITES APPLICATIONS FOR THE POST OF REGISTRAR, HARISH-CHANDRA RESEARCH INSTITUTE

The Harish-Chandra Research Institute (HRI) is looking for a dynamic career administrator for appointment to the post of the Registrar of the institute.

HRI was established in 1975 as the Mehta Research Institute, Allahabad. The institute has functioned as a Grant-in-Aid institution under the administrative control of the Department of Atomic Energy, Government of India from 1992. The institute was renamed after the renowned mathematician Professor Harish-Chandra in 2000.

The mission of the institute is to conduct research and to train students and advanced scholars in the areas of the Natural Sciences and Mathematical Sciences, with particular emphasis on Theoretical Physics and Mathematics. Further, to keep abreast of the developments and to establish and maintain contact with researchers worldwide in these areas through collaborations, conferences, mutual visits, and other means.

HRI is a Constituent Institution (CI) of the Homi Bhabha National Institute (HBNI), a deemed university.

Number of Vacancies: 01 (UR)

Scale of Pay of the Post:

The scale of pay of the post of the Registrar, HRI is in Pay Level 13 of the VII CPC Pay Matrix plus allowances as per the rules of the Government of India.

However, appointees from Pay Level 11 will initially be placed at Pay Level 12 for two years and thereafter at Pay Level 13 of the VII CPC Pay Matrix.

Other Benefits:

Residential accommodation on the campus of the institute and health care benefits as per the rules of the institute shall be provided.

Tenure of Post:

The appointee shall hold office until the age of 60 years.

Nature of Duties:

The Registrar of the institute is the custodian of the institute's seal and estate. The Registrar shall act as the Secretary to the Governing Council of the institute. In all matters concerning the institute, the Registrar shall act under the general control and orders of the Director of the institute.

The service conditions and other duties for the post of the Registrar of the institute shall be as per the bye-laws of the institute, as amended from time to time, and in accordance with other conditions as may be fixed by the Governing Council of the institute following the norms provided by the Department of Atomic Energy. The current bye-laws of the institute are available on its website www.hri.res.in.

Eligibility criteria: Indian citizens meeting the following criteria on age, essential educational qualification and experience shall be eligible to apply for the post.

Age: Candidates shall not be more than 52 years of age as on **29.12.2023**, which is the last date for receiving applications in response to this advertisement. Age relaxation as per rules shall apply.

Essential Educational Qualification: A Master's degree from a recognized university or institution with an aggregate of at least 55 percent marks.

Essential Experience:

(i) At least 15 years of regular service in the Officer Grade, that is, at Pay Level 10 or above of the VII CPC Pay Matrix, out of which a minimum of three years are in the Pay Level 12 or a minimum of four years in the Pay Level 11 of the VII CPC Pay Matrix.

(ii) In addition to (i) above, a candidate for the position of Registrar should satisfy at least one of (a), (b) or (c) below:

(a) The work experience in (i) above must be related to scientific departments or such institutions under the Central or State Governments. This experience should include handling of Personnel and Establishment matters and should have required sufficient knowledge of Government procedures in Establishment, Accounts, Procurement, Stores etc.

(b) The candidate is working as Registrar or on an equivalent administrative post under Central/State Governments.

(c) The candidate is working on the post of Deputy Registrar for at least seven years in scientific departments or such institutions under the Central or State Governments.

Selection Procedure: Appointment to the post shall be made by the Governing Council of HRI on the recommendation of the Director, HRI, based on an interview by the Selection Committee constituted for this purpose by the Director, HRI.

Mere satisfaction of criteria on age, essential educational qualification and experience shall not by itself be sufficient for selection to the post.

The institute reserves the right to evolve an appropriate selection process, such as a preliminary interview/written test etc., at the sole discretion of its Director.

Application Procedure: Applications in hard-copy and in **the prescribed format**, available with this advertisement, along with self-attested copies of certificates/ testimonials in support of age, essential qualifications and experience should be delivered to the following address.

Dean (Administration),
Harish-Chandra Research Institute,
Chhatnag Road, Jhunsi,
Prayagraj – 211 019.

The application material should be placed in an envelope marked “**Application for the Post of Registrar**”.

Persons employed in Government Departments/Autonomous Organizations/PSUs must send their applications **through proper channel**.

An advance copy of the application together with the required attachments may be sent by email to deanadmin@hri.res.in.

The last date and time for **receiving applications** by hand delivery/post at the above mentioned address is **29.12.2023, 5:00 p.m.** Applications delivered after this date and time shall be rejected, irrespective of whether their advance copies were received by email by the said date and time or otherwise. Incomplete applications are liable to be rejected.

The Harish-Chandra Research Institute, Prayagraj shall not be liable for loss of applications in transit.

All further notifications/corrigenda/addenda concerning this advertisement shall be displayed **only on** the website of the Harish-Chandra Research Institute, www.hri.res.in, unless otherwise decided by the competent authority of the institute. It shall be the responsibility of the applicants to keep themselves updated on the selection process by regularly looking up this website.

Correspondence with individual applicants shall **usually be by email**. Applicants are therefore required to ensure that the email addresses provided by them are in regular use.

The Harish-Chandra Research Institute shall have the right to consider for the selection process only those candidates who are found eligible after screening of applications or to reject all applications without assigning any reasons therefor.

Sd./-
(D. Surya Ramana)
Dean (Administration) and Acting Registrar
HRI, Prayagraj

**APPLICATION FORMAT FOR THE POST OF
REGISTRAR, HARISH-CHANDRA RESEARCH INSTITUTE (HRI)**

Passport Size
photograph

1	Name of the Applicant	
2	Gender	
3	Date of Birth	
4	Permanent Address	
5	Photo Identification No. (PAN/Aadhar/Voter ID/Passport) (please attach copy of photo id)	
5	Address for Correspondence	
6.	Telephone Number (With STD Code) Mobile Number: Email Address :	

Note: Correspondence with individual applicants shall usually be by email. Applicants are therefore required to ensure that the email address provided above is in regular use.

7. Educational Qualifications (starting from the first degree obtained. Please add separate sheet if required):

Sl.No.	Qualification	Subject(s)	Year/Class	Institution/University/ Place/Country
1				
2				
3				
4				

8. Present Position of the Applicant:

Designation	Organization with address	Pay Level as per VII CPC	Date on which placed in the position

9. Past Experience:

Applicants must list all positions held since 01.01.2008, starting from the latest position preceding the present position given in Item No. 8 above. Please add separate sheet if required:

Sl. No.	Designation	Organization with address	Pay Level as per VII CPC/Grade Pay in VI CPC	Duration (From - To)
1				
2				
3				

Any other information:

Note: All further notifications/corrigenda/addenda concerning the advertisement **Advt. No. HRI/3/2023** shall be displayed **only on** the website of the Harish-Chandra Research Institute, www.hri.res.in, unless otherwise decided by the competent authority of the institute. It shall be the responsibility of the applicants to keep themselves updated on the selection process by regularly looking up this website.

Declaration: I have perused the advertisement for the post of Registrar, HRI (**Advt. No. HRI/3/2023**) in its entirety and have understood all the terms and conditions specified in this advertisement. The present application is made in response to the said advertisement.

I hereby certify that the information provided above is true and accurate. I understand that in the event of this information being found to be false or incorrect, my candidature/appointment to the post of the Registrar, HRI shall stand cancelled without notice or any compensation in lieu thereof.

(Signature of the Applicant)

Date: _____

Place: _____