

Inter University Accelerator Centre- New Delhi

Advertisement No. 2/2014

Inter University Accelerator Centre, an autonomous organisation of University Grants Commission invites application from qualified Indian Nationals for appointment to the following position:-

Senior Administrative Officer : 1 Post (UR) Likely to be vacant on 30/6/14

Age : 45 Years

Pay Band – Rs. 15600-39100 + GP Rs. 7,600/-

Essential Qualifications :

1. A Masters degree with 55% marks or its equivalent grade of B in the UGC seven-point scale.
2. Nine years' of experience as Asst. Professor in the AGP of Rs.6000/- and above with experience in education administration

(or)

Comparable experience in research establishment and / or other institutions of higher education

(or)

Five years' of administrative experience as Assistant Registrar or in an equivalent post in a university or similar institution.

Desirable: Good working knowledge of Computer Application.

General Conditions:

The posts carry the allowances such as DA, HRA, CCA etc., besides benefits like New Pension Scheme, LTC, reimbursement of medical expenses, as per IUAC rules.

Those already employed in Central/ State Government, PSUs, Autonomous Bodies etc., must route their application through proper channel along with vigilance clearance and integrity certificate and will be eligible for age relaxation as per rules.

In case response is high, the centre reserves the right to restrict the number of candidates to be called for interview to higher percentage of marks in the requisite qualification. Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for the interview. The Centre reserves the right not to fill up any of the advertised positions without assigning any reason thereof.

Eligible candidates are requested to download the application format from our website www.iuac.res.in and send the filled application in the prescribed proforma along with copies of testimonials, certificates, mark sheets and recent passport size photograph to the Administrative Officer (Personnel), Inter University Accelerator Centre, Aruna Asaf Ali Marg, New Delhi- 110067, so as to reach on or before 31.5.2014. Only shortlisted applicants will be called for interviews. Canvassing in any form will be a disqualification. Second class to and fro train fare will be provided for those called for interview. Applications received after last date shall not be entertained and the centre will not be responsible for any postal delay.