



INDIAN SCHOOL OF MINES

DHANBAD-826004

(Deemed to be University under Section 3 of the UGC Act 1956 vide Notification No. F.11-4/67-U3 dated 18th September, 1967 of the GOI)

An Autonomous Institution of Government of India funded by MHRD

No. 411002/2013-Estt

Date: 3rd Nov. 2013

Indian School of Mines, established in 1926 offers 4 yr. B.Tech., 3 yr. M.Sc. Tech., 2 yr. M.Sc., 5 yr. Integrated M.Sc. (Tech.)/M.Sc., 5 yr. Dual Degree (B.Tech. & M. Tech./MBA), 2 yr. M.B.A., 2 yr. M.Tech., 1 yr. M. Phil, full time and part time Ph. D. courses/programmes in Engineering and Basic/Earth/Social/Applied Sciences, Humanities and Management disciplines.

ISM invites applications from Indian nationals for the following positions:

A. Dy. Registrar: (1 post, reserved for OBC):

- 1) Pay scale : Rs. 15,600-39,100 + Grade Pay : Rs.7,600/- + DA & other allowances as per Central Govt. norms.
- 2) Age limit (as on the last date for receipt of applications) : below 52 years
- 3) **Qualification:** Master's degree with at least 55% marks or its equivalent.

4) Experience:

- A. (i) Nine years of experience as Assistant Professor in the AGP of Rs. 6,000.00 and above with experience in educational administration;

OR

- (ii) Comparable experience in research establishment and/or other institutions of higher education;

OR

- (iii) Five years of administrative experience as Assistant Registrar or in an equivalent post.

- B. Practical experience of using relevant software in related areas is essential.

- 5) **Desirable:** Candidates should have leadership qualities and requisite experience in one or more of the following areas:

- (a) Accounting, budgeting, auditing and financial procedures.
- (b) Administrative matters including recruitment & establishment rules, handling of disciplinary & legal matters and RTI Act; records of Board/Council matters and implementation of decisions thereof.
- (c) Academic matters such as admission of candidates, maintenance of student records, conduct of examinations, award of scholarships, degrees, rules and regulations concerning all matters pertaining to students, records and implementation of Board/Council's decisions, organization of annual convocation etc.
- (d) Materials Management including procurement of equipment, consumables, instruments, furniture & fixtures (both indigenous & form abroad) and rules and regulations relating to purchase, stores, inventory control, stock verification and Government procedures for importing items from abroad etc.

Eligible candidates will have to appear at a written test including that on Computer Proficiency and those who will qualify at the above test will be called for interview.

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B. Assistant Registrar (1 post, unreserved)

- 1) Pay scale: Rs. 15,600-39,100/-+ Grade Pay : Rs. 5,400/- + DA & other allowances as per Central Govt. norms.
- 2) Age limit (as on the last date for receipt of applications): below 48 years
- 3) **Qualification:** A Master's degree with at least 55% marks or its equivalent grade.

4) Experience:

A. Eight years relevant experience in a responsible supervisory position of which at least three years experience in the immediate lower grade i.e. Pay Band – 2 : Rs. 9,300-34,800 with Grade Pay of Rs. 4,600/- in Govt. funded Academic Institution.

B. Practical experience of using relevant software in related areas is essential.

5) **Desirable:** Candidates should have leadership qualities and requisite experience in one or more of the following areas:

- (a) Accounting, budgeting, auditing and financial procedures.
- (b) Administrative matters including recruitment & establishment rules, handling of disciplinary & legal matters and RTI Act; records of Board/Council matters and implementation of decisions thereof.
- (c) Academic matters such as admission of candidates, maintenance of student records, conduct of examination, award of scholarships, degrees, rules and regulations concerning all matter pertaining to students, records and implementation of Board/Council's decisions, organization annual convocation etc.
- (d) Material Management including procurement of equipment, consumables, instruments, furniture & fixtures (both indigenous & from abroad) and rules and regulations relating to purchase , store inventory control, stock verification and Government procedures for importing items from abroad etc.

Eligible candidates will have to appear at a written test including that on Computer Proficiency and those who will qualify at the above test will be called for interview.

C. Campus Engineer - (1 post unreserved)

- 1) Pay scale : Rs. 15,600-39,100 + Grade Pay : Rs.7,600/-+ DA & other allowances as per Central Govt. rules.
- 2) Age limit (as on the last date for receipt of applications) : 48 years (50 years for tenure deputation) and (55 years for contractual appointment)
- 3) **Qualification & Experience:** Bachelor degree in Civil Engineering from a recognized university/institute & Experience of 10 years of design, campus maintenance and management at the premier national level institute/large PSUs/Defence of which at least 5 years should be at the level of Executive Engineer.

OR

Persons with comparable qualification and experience from CPWD/BRO/MES/retired/retiring from defence/para-military may be offered tenure/deputation/contractual appointment for 5 years (renewable upto the age of 60 years).

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D. Assistant Librarian – (1 Post unreserved)

- (1) Pay Scale : Rs. 15,600-39,100 + Grade Pay Rs. 6,000/-
(2) Age limit (as on the last date for receipt of applications) : Below 48 years.
(3) Qualification: Master's degree in Library Science/Information Science/Documentation or equivalent professional degree with at least 55% marks or its equivalent grade and consistently good academic record
OR
Master's degree in Arts/Science/Commerce or equivalent degree with at least 55% marks or its equivalent grade with good Bachelor's degree in Library Science/Information Science/Documentation or an equivalent professional grade.
(4) Experience: 7 years experience in the relevant field.

ISM at a glance:

- Eight decades of excellence in Science & Technology
- Well-qualified and dedicated faculty and technical staff
- Well-equipped hostels with computers and internet
- State-of-the art facilities for education and research
- International Internet Gateway.

Please note:

- Mere fulfilling of prescribed qualification and experience will not vest any right in the candidates to be called for interview.
- Age relaxation for OBC/SC/ST/PH will be as per Govt. rules.
- Canvassing in any form may invite disqualification of candidatures.

Prescribed application forms may be obtained from the office of the Deputy Registrar (Estt.), Indian School of Mines, Dhanbad – 826 004 by sending a crossed demand draft for Rs. 100/- drawing in favour of “Registrar, Indian School of Mines” along with a self-addressed stamped (Rs. 50/-) envelope of 30 c.m. x 12 cm. size SC/ST candidates are exempted from paying application fee and provision for reservation of SC/ST/OBC/PH has been made as per Government of India Rules. Candidates called for interview will be paid AC 3 tier railway fare by the shortest route as per rules. Application form may also be downloaded from the institute's website www.ismdhanbad.ac.in and submitted with necessary fees to the Deputy Registrar (Estt.), Indian School of Mines, Dhanbad-826 004. Last date for receipt of applications at ISM for above positions will be 30th November, 2013.

Registrar