

INSTITUTE OF ECONOMIC GROWTH
University of Delhi Enclave, Delhi – 110007

Job Code No: IEG/Registrar/2/2024

March 7, 2024

Online applications are invited from eligible Indian Nationals for the appointment of one post of Registrar (Unreserved) at the Institute of Economic Growth, Delhi. Eligible and willing applicants may submit their application **on or before April 8, 2024.**

The Institute is an autonomous research and training organization established in 1952. The Institute's faculties work in several areas of Economics, Demography, Development and Sociology.

Detailed Description of the Position

1.	Name of the Post	Registrar
2.	No. of Position	1 (One)
3.	Scale of Pay	Pay Matrix Level 13 (7 th CPC)
4.	Age Limit for Direct Recruitment	Preferably below 55 years
5.	Educational & Other Qualifications	<p>Essential:</p> <ol style="list-style-type: none">1) Master's Degree of a recognized University with at least 55% marks or equivalent grade from a recognized University/ Institution.2) Experience in managing the administration/finance affairs of reputed Educational and Research Institutions/Government/Autonomous/Statutory Body/ PSU/ or any such institution.3) At least 10 years of experience, as above, out of which 6 years at Level 11 or 3 years at Level 12 of Pay Matrix (7th CPC) or holding the analogous post. <p>Desirable:</p> <ol style="list-style-type: none">1) Proven abilities in the management of day-to-day Academic/Teaching Administration/Establishment/ finance/accounts activities, e.g., Academic enrollment of students/examination implementation of syllabus/ co-ordination with faculty/ Recruitment/ promotion/establishment matters, pay & allowances and statutory matters like auditing, Income Tax & GST. Conversant with Government of India Personnel, Administrative General Financial Rules (GFR) & Procurement Rules and Accounting Procedures. Liaison with Government and other funding Institutions, Supervision of staff etc.2) Proven abilities in analyzing annual accounts, preparing annual budget estimates and budgets for the Government & Funding agencies.3) Proven skills in drafting Agenda Notes and Minutes of meetings.4) Working knowledge of computers and MS Office and/or other office related software.
6.	Method of Recruitment	On tenure basis through open selection for a period of 4 years or on deputation basis. The tenure may be extended, subject to evaluation of performance, till the completion of the age of 60 years.

General Instructions for Candidates

1. The application has to be filled out online on the Institute's website, i.e., www.iegindia.org under the "Career" web link along with the instant advertisement. The application is to be submitted **online by April 8, 2024 followed by a hard copy along with all essential documents at IEG by April 18, 2024.**

2. After submission of the online application, applicants are required to download the filled-up application form and send it along with self-attested educational qualification certificates and testimonials (hard copy). The candidates are required to send the names of three references/or letters of three references.
On the top of the envelope, write “Application for the post of Registrar addressed to the Director, Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi–110007. The hard copy of the application should arrive by **April 18, 2024**.”

3. Candidates working in Government/Autonomous Bodies/Universities/ Institutions of repute must send the hard copy of the application through the proper channel. Applications received from such candidates by direct will not be entertained. Further, they are required to submit their “No Objection Certificate (NOC)” along with Vigilance Clearance at the time of interview, if not submitted earlier along with application. The salary of the candidate working in the pay scale will be protected if selected.
4. Consequent to the adoption of self-certification provisions as required by the Government of India, the Institute shall process the applications entirely based on information/ documents submitted by the candidates duly self-attested. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall be the sole responsibility of the candidate.
5. Candidates called for interview should report along with all the testimonials/certificates, in original, along with photo ID as per eligibility conditions.
6. Candidates should possess the prescribed qualification and experience as of the closing date of application.
7. Applications, which do not meet the criteria given in this advertisement and/or incomplete applications, are liable to be summarily rejected.

Further, merely fulfilling the minimum qualifications or the eligibility criteria does not entitle a candidate to be necessarily considered for an interview. More stringent criteria may be applied for short-listing the candidates to be called for an interview.

8. No correspondence or personal inquiries shall be entertained by the Institute. The candidates may visit the Institute's website: www.iegindia.org for any information from the Institute including short-listing, interview calls, and selection. Correspondence, if any, in this matter will be sent to the e-mail ID of the candidate.
9. Corrigendum/addendum (if any) shall be posted on the Institute’s website only.
10. The Institute reserves the right not to fill the above position if circumstances so warrant. The Director, IEG, is competent to decide not to fill up the above post without assigning any reason. The decision of the Selection Committee shall be final.
11. Out-of-station shortlisted candidates may be called for interview. They shall be reimbursed as per IEG’s rules. No local conveyance will be provided.
12. In case of any inadvertent mistake in the process of selection, which may be detected at any of the stages even after the issue of the appointment letter, the institute reserves the right to modify/withdraw/cancel any communication made to the candidate. After antecedent verification, if any negative/adverse report is received by the Institute from the concerned authorities, the appointment shall be cancelled immediately without any further notice.
13. Any questions regarding the positions can be referred to the email ID: diroffice@iegindia.org with a copy to sibasankar@iegindia.org

DIRECTOR