

**International Institute for Population Sciences**

(Deemed to be University)

An Autonomous Organization of Ministry of Health & Family Welfare, Government of India

Govandi Station Road, Deonar, Mumbai - 400088.

ADVERTISEMENT NOTIFICATION NO. ADMIN.01/2026**Advertisement for the post of "Chief Administrative Officer"**

Sr. No.	Name of the Post	Classification	Category	No. of Post	Pay as per 7 th CPC
1.	Chief Administrative Officer	Group A	Deputation	1	Level 13

ELIGIBILITY CRITERIA

Post	Chief Administrative Officer
Scale of Pay	Level 13 in the pay matrix of the 7th CPC
Age Limit for Deputation	Not more than 55 years as on the last date of receipt of application. Relaxable in deserving cases.
Educational & Other Qualifications Required	Essential: (i) A Master's degree with at least 55% marks. (ii) At least 15 years of administrative experience in university/academic institution/Government or Semi-Government Institution/Public Sector Industry or other relevant institution. Desirable: Knowledge of Computer and functioning of e-office in GOI as well as Knowledge on procurement, purchase of assets, inventory management as per GOI rules.
Mode of Recruitment	On Deputation: At least 10 years of experience with 3 years experience in the post in Level 12 of the pay matrix under 7th CPC.

GENERAL INSTRUCTIONS:

- 1.** The Candidate should submit their application through proper channel. They may, however, send an advance copy of the application which should clearly mention 'ADVANCE COPY' on the envelope as well as in the forwarding/application letter.
- 2.** Candidates should submit two hard copies of the application in the prescribed format, which can be downloaded at www.iipsindia.ac.in. Hard copy of application should be forwarded through proper channel along with (a) No Objection Certificate (b) ACRs of preceding five years, (c) Integrity Certificate, (d) No Penalty Certificate, (e) Vigilance Clearance certificate from the competent authority as per the prescribed format attached, and (f) all educational certificates i.e., mark sheets and board certificate and (g) work experience certificate etc.
- 3.** Applications without vigilance clearance and APAR/ACR Dossiers will not be considered.
- 4.** Selected candidate will be appointed on deputation basis initially for a period of three years which may be extended from time to time by the competent authority as per rules. The applicant should have a minimum of four years' service left as on the last date of receipt of applications.
- 5.** The appointment on deputation basis will be governed by the provisions contained in the DoP&T O.M. No.6/8/2009-Estt(pay - II) dated 17-06-2010 as amended from time to time and as per Govt. extant rules.
- 6.** The additional charge of Registrar may be assigned without additional remuneration subject to the condition of approval of Competent Authority.
- 7.** Please write: "Application for the post of Chief Administrative Officer on Deputation" on the envelope and send by post to 'The Director & Sr.Professor, International Institute for Population Sciences, Govandi Station Road, Deonar, Mumbai 400 088'.
- 8.** The last date for receiving the application is 5th October 2026. The Institute will not be responsible for any postal delay.
- 9.** The Institute reserves the right to fill or not to fill the post.
- 10.** Mere eligibility will not vest any right on any candidate for being called for Interview process.
- 11.** The decision of the Institute in this recruitment will be final. No correspondence will be entertained from the candidates in connection to the process of Selection. Canvassing in any manner would entail disqualification of the candidature.
- 12.** The Institute reserves the right to call only the requisite number of candidates for Interview. The selection committee decision will be final.
- 13.** All outstation candidates called for selection process will be paid shortest AC-II Class Railway Fare or Economy class Air fare from the place of duty / residence to Mumbai on production of proof of travel. No accommodation will be provided by the Institute in case personal interview is conducted.
- 14.** Any dispute with regard to the selection / recruitment process will be in the court/Tribunals having jurisdiction in Mumbai only.
- 15.** Handwritten application will be rejected.

APPLICATION FORM FOR THE POST OF CHIEF ADMINISTRATIVE OFFICER (ON DEPUTATION)

1. Name and Address (in Block letters)				
2. Father's Name				
3. Date of Birth (in Christian era)				
4. Marital Status				
5. Address for Communication Email Address: Mobile No.:				
6. i) Date of entry into service				
ii) Date of retirement under Central/State/Autonomous Bodies/PSUs as per Govt. Rules				
7. Educational Qualifications				
Sr.No.	Qualification	Year of Passing	<u>Board/University</u>	<u>Percentage</u>
8. Whether Educational and other qualifications required for the post are satisfied: (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)			Yes / No	

9. Details of Employment in chronological order:

(Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

Office/Institution	Post held on regular basis	From	To	*Pay Band & Grade Pay/Pay Scale of post held on regular basis	Nature of Duties(in detail) Highlighting experience required for the post applied.

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To
10. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
11. In case present employment is held on deputation/contract basis please state:			
a) Date of initial appointment:	b) Period of appointment on deputation/contract:	c) Name of parent office/organization to which the applicant belongs:	d) Name of post & Pay held in substantive capacity in parent organization:
Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate			
Note: Information under Column11(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization			
12.If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details:			
13. Additional details about present employment: Please state whether working under(Indicate the name of your employer against the relevant column) (a) Central Government (b) State Government (c) Autonomous Organisation (d) Government Undertaking (e) Universities (f) Other			
14. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade			

15. Are you in Revised Scale or Pay? If yes, Give the date from which the revision took place and also indicate the pre-revised scale.	
16. Total emoluments per month now drawn:	Basic Pay in PB: Grade Pay: Total Emoluments:
17. Achievements: The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects (ii) Awards/Scholarships/ Official Appreciation (iii) Affiliation with professional bodies/institutions/societies (iv) Patents registered in own name or achieved for organization (v) Any research/ innovative measures involving official recognition (vi) Any other information (Note: Enclose a separate sheet if the space is insufficient)	
18. Whether belongs to SC / ST / OBC / EWS / PWD:	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address: _____

Date: _____

[Mandatorily to be submitted on the letter head of the organization]

FORWARDING OF APPLICATION - THROUGH PROPER CHANNEL
(APPLICABLE ONLY FOR IN-SERVICE CANDIDATES)

1. Shri/Smt./Dr. _____ is a permanent / temporary employee of this organization holding Group A/B/C post of _____ w.e.f. _____ in Level _____ of 7th CPC.
2. Shri/Smt./Dr. _____ is willing to apply for the post of Chief Administrative Officer (on Deputation) at IIPS, Mumbai and his/her application is forwarded for consideration and necessary action. If selected, he/she will be relieved within _____ weeks of his/her selection.
3. The Date of birth, qualification, experience and other details furnished by Shri/Smt./Dr. _____ in application form have been verified and found correct as per service records available in this office.
4. It is certified that Shri/Smt./Dr. _____ is fulfilling the essential qualification mentioned in the advertisement.
5. The integrity of Shri/Smt./Dr. _____ is beyond doubt.
6. No vigilance or disciplinary case is either pending or contemplated against the official concerned and we also undertake to intimate if any arises after forwarding of this application.
7. Copies of up-to-date ACR/APAR dossier (for the last five years) of Shri/Smt./Dr. _____ are enclosed.

Signature of Forwarding Authority: _____

Name & Designation: _____

OFFICE STAMP / SEAL

[Mandatorily to be submitted on the letter head of the organization]

INTEGRITY CERTIFICATE

After scrutinizing the service records of Shri/Smt./Ms./Dr./Prof. _____ who has applied for the post of Chief Administrative Officer at the International Institute for Population Sciences, it is certified that his/her integrity is "**Beyond Doubt**".

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
Email Address of Forwarding Authority	
Telephone Number of Forwarding Authority	
Date	

[Mandatorily to be submitted on the letter head of the organization]

NO PENALTY CERTIFICATE

Certified that no major/minor penalty has been imposed on Shri/Smt./Ms./Dr./Prof. _____ who has applied for the post of Chief Administrative Officer, at the International Institute for Population Sciences.

- i. *No major/minor penalty has been imposed on him/her during the last ten years.
- ii. *A list of major/minor penalties imposed on him/her during the last ten years is enclosed.

*(*Strike out whichever is not applicable)*

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
Email Address of Forwarding Authority	
Telephone Number of Forwarding Authority	
Date	

[Mandatorily to be submitted on the letter head of the organization]

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Shri/Smt./Ms./Dr./Prof. _____ who has applied for the post of Chief Administrative Officer at the International Institute for Population Sciences.

Signature of the Forwarding Authority	
Name and Designation	
Official Seal	
Complete Office Address	
Email Address of Forwarding Authority	
Telephone Number of Forwarding Authority	
Date	