



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.02/2021

Advertisement for Non-Teaching Posts

Sr. No.	Name of the Post	Classification	Category	No. of Post	Pay as per 7 th CPC	Section
1.	Chief Administrative Officer	Group A	Deputation	1	Level 13	
2.	Sr. Library & Information Assistant	Group B	UR	1	Level 6	Library
3.	Upper Division Clerk	Group C	UR	1	Level 4	Stores Section
4.	Library Clerk	Group C	SC	1	Level 2	Library

ELIGIBILITY CRITERIA:

Post	Chief Administrative Officer
Scale of Pay	Level 13 in the pay matrix of the 7 th CPC
Age Limit for deputation	Not more than 55 years as on the last date of receipt of application. Relaxable in deserving cases
Educational and 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 - Atleast 10 years of experience with 3 years experience in the post in the Level 12 of the pay matrix under 7 th CPC

Post	Sr. Library & Information Assistant - UR
Scale of Pay	Level 6 in the pay matrix of the 7 th CPC
Age limit for direct recruits	Not more than 35 years as on the last date of receipt of application.
Educational Qualification	1. A Post Graduate Degree in Science/Arts/ Social Science/Commerce 2. A Degree in Library Science from a recognized University
Mode of Recruitment	Direct Recruitment

Post	Upper Division Clerk - UR
Scale of Pay	Level 4 in the pay matrix of the 7 th CPC
Age limit for direct recruits	Not more than 27 years of age as on the last date of receipt of applications (relaxable in accordance with the instructions or orders issued by the Central Government).
Educational Qualification	Degree of a recognized University or Equivalent
	<u>Desirable:</u> Preference will be given to those having proficiency in English/Hindi Short Hand.
Mode of Recruitment	Direct Recruitment

Post	Library Clerk - SC
Scale of Pay	Level 2 in the pay matrix of the 7 th CPC
Age limit for direct recruits	Not more than 30 years as on the last date of receipt of applications. (Age relaxation as per SC category and GOI rules)
Educational Qualification	1. S.S.C 2. Typing Speed of 30 w.p.m.
Mode of Recruitment	Direct Recruitment

GENERAL INSTRUCTIONS (for Sr. No.1):

1. The Candidate should submit their application through proper channel. They may, however, send an advance copy of the application.
2. Candidate may submit their applications 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 and (c) Vigilance Clearance certificate from the competent authority. (d) all educational certificates i.e., mark sheets and board certificate and (e) work experience certificate etc.,
3. Applications without vigilance clearance and APAR/ACR Dossiers will not be considered.
4. Please write: "Application for the post of Chief Administrative Officer on deputation" on the envelope" and send to by post to the "The Director & Sr. Professor, International Institute for Population Sciences, Govandi Station Road, Deonar, Mumbai 400 088.
5. The last date for receiving the application is **January 28, 2022**. Institute will not be responsible for any postal delay.
6. The Institute reserves the right to fill or not to fill the post
7. Mere eligibility will not vest any right on any candidate for being called for Interview process.
8. 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.
9. The Institute reserves the right to call only the requisite number of candidates for Interview. The selection committee decision will be final.
10. 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 of personal interview is conducted.
11. Any dispute with regard to the selection / recruitment process will be in the court/ Tribunals having jurisdiction in Mumbai only.
12. Handwritten application will be rejected.

Director & Sr. Professor, IIPS

Application form for the post of Chief Administrative Officer (Deputation Post)

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 Government Rules				
7. Educational Qualifications				
Sr. No.	Qualification	Year of Passing	Board/University	Percentage
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 duly authenticated by your signature, if the space below is insufficient.*

Office/ Institution	Post held on regular basic	From	To	*Pay band and Grade Pay/Pay Scale of the 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 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 Qwuasi-Permanent or Permanent.			
11. In case the present employment is held on deputation/contract basis please state.			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office / organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the 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 Column 11(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 Organization 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

Basis Pay in the PB	Grade Pay	Total Emoluments

Note: In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization may be enclosed.

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 the professional bodies/ institutions/ societies and;
- (iv) Patents registered in own name or achieved for the 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	
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I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vite 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 on my selection has been suppressed/withheld.

(Signature of the candidate) Address _____

Date _____

Annexure - I

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

FORWARDING OF APPLICATION- THROUGH PROPER CHANNEL

(APPLICABLE ONLY FOR IN SERVICE CANDIDATES)

1. Sri/Smt./Dr..... is a permanent / temporary employee of this organization holding Group A / B/ C post of..... w.e.f..... in level..... of 7 CPC.
2. Sri/Smt./Dr..... is willing to apply for the post of Chief Administrative Officer (Deputaiton only) 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 and experience and other details furnished by Shri / Smt. / Drin 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 also undertake to intimate if any, after forwarding of this application.
7. Copies of up-to-date ACR/APR dossier (for the last five years) of Shri / Smt. / Dr..... are enclosed

Signature of forwarding authority

Name & Designation:

OFFICE STAMP / SEAL

GENERAL INSTRUCTIONS (for the post at Sr. 2, 3 & 4):

1. Written Test will be conducted for the shortlisted candidates.
2. The pay carries all other allowances as admissible to a Central Government employee stationed at Mumbai. The benefits, such as HRA, LTC, Medical re-imbursment, Transport Allowance, Children Education Allowance, New Pension Scheme (NPS), and other allowance as per GOI rule.
3. Applicants are advised to submit separate applications for each post.
4. The prescribed qualifications and experience are minimum and mere eligibility will not entitle any candidate for being called for written test.
5. Call letters for attending test will be sent only to the short-listed candidates by Speed Post/Registered Post/Courier Service/E-mail. No correspondence will be made with applicants who have not been short-listed.
6. In case the Institute receives large number of applications for a particular post, the Institute in such cases reserves the right to adopt stringent criteria for shortlisting candidates to be called for test as approved by Competent Authority.
7. Candidates can fill up the application form in Hindi language also.
8. Canvassing or influencing in any form on behalf of the candidate will disqualify candidature. Institute reserves the right to take appropriate action against uncalled for influence and threat.
9. Experience and qualifications will be reckoned as on the last date of submission of applications.
10. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
11. The Institute shall have the right to withdraw the advertisement of a post(s) or complete advertisement due to administrative reason(s).
12. In case of any dispute, any suit or legal proceedings against the Institute, the jurisdiction shall be restricted High Court, Mumbai.
13. The candidates are required to visit the website www.iipsindia.ac.in of the Institute periodically for any updates on the said recruitment.
14. Applicants who are employed in Government, Semi-Government Organizations or Institutions should send their applications THROUGH PROPER CHANNEL else they will be required to produce a NO OBJECTION CERTIFICATE from their employer at the time of written test or interview (Annexure I).
15. The last date for receipt of applications is **January 28, 2022.** The applications received after the last date will be treated as late application. Delay in receiving applications due to postal reason shall not be entertained. Candidates are advised to send the applications well in advance so that it can be delivered to IIPS before the last date of receipt of applications.

16. Applicants are required to present all the certificates, testimonials and other relevant documents in original for verification at the time of test.
17. In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even issue of appointment order, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates(s).
18. The candidates are required to submit **two sets** of application along with all documents or else application will not be considered. Handwritten application will be rejected without giving any reason.
19. If selected, the appointment will be provisional and is subject to the certificate and document verification submitted through proper channels. If the verification reveals that the claim of the candidate to belong to reserved category is false, his/her services will be terminated forthwith without assigning any further reasons and action will be taken under the provisions of Indian Penal Code for production of false certificate.
20. Application which are not in conformity with the requirement or which are received after due date will be rejected. The applications, which are not in a prescribed form or not accompanied by required certificates, photographs will be rejected.
21. A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government.
22. With regard to any provisions not covered in this notification, the Govt. of India rules/regulations shall be applicable and will prevail.
23. All outstation candidates called for selection process will be paid shortest TA from the place of duty / residence to Mumbai on production of proof of travel as per rules. No accommodation will be provided by the Institute in case of personal interview is conducted.
24. All applications are required to be addressed to Director & Sr. Professor International Institute for Population Sciences, Govandi Station Road, Deonar, Mumbai 400088.
25. Please write: "Application for the post of _____ on the envelope" and send to by post to the "The Director & Sr. Professor, International Institute for Population Sciences, Govandi Station Road, Deonar, Mumbai 400 088

Application Format for the Post at Sr. No. 2, 3 and 4

Application for the post of

1	Name of the candidate		Self-attested photograph		
2	Father's Name				
3	Date of birth (in Christian era)				
4	Nationality				
5	Gender				
6	Marital Status				
7	Address for communication				
8	Email Address				
9	Mobile Number				
10	Whether belongs to SC/ST/OBC/PWD/EWS (if yes, please specify)				
11	Educational Qualification				
Sr.No.	Qualification	Year of Passing	Board/University	Percentage	
	10				
	10+2				
	BA/B.Com/B.Sc				
	MA/M.Com/M.Sc				
	BBA				
	MBA				
	Any other 1				
	Any other 2				
	Any other 3				
	Any other 4				
12	Work Experience				
Sr.No.	Designation	Pay level	Organization	Period	Nature of duty

13	Nature of present employment (i.e.ad-hoc or temporary or quasi-permanent or permanent)	
14	Additional information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.	
17	If selected, specify the minimum required joining time	

18. Address of two reference who knows the candidate very well

1] _____ 2] _____

19. Check list of the Documents mandatorily to be attached	Attached
1] 10 th Mark sheet and Board Certificate	Yes / No
2] 10+2 Mark sheet and Board Certificate	Yes / No
3] Graduation Mark sheet and Board Certificate	Yes / No
4] Post Graduation Mark sheet and Board Certificate	Yes / No
5] Any other additional qualification certificate	Yes / No
6] ACR/APAR for last Five Years	Yes / No
7] NOC, Vigilance Clearance Certificate in a attached format [Annexure-I]	Yes / No
8] Work Experience Certificate.	Yes / No
9] Birth proof certificate	Yes / No

Declaration

Above information is correct and best of my knowledge,

Signature of the Candidate

Annexure I

To be filled up by the cadre controlling authority

File No.: _____ Date: _____

1. The applicant _____, if selected, will be relieved immediately or after _____ .
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
4. Integrity of the applicant is certified as 'Beyond Doubt'
5. No vigilance case is pending/contemplated against the officer.
6. It is certified that no penalty has been imposed on the applicant during the last 10 years (if penalty imposed, then statement for the last 10 years may be enclosed).
7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an officer not below the rank of Under Secretary or equivalent or application forwarding authority.

Signature :

Name :

Designation :

Official Seal Impression:

Please mention the following details on the envelope:

Avertisement No.ADMIN/02/2021

Application for the post of:
Department:

Addressed to:
The Director & Sr. Professor
International Institute for Population Sciences (IIPS),
Govandi Station Road, Deonar, Mumbai 400088.

From,

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