

INDIAN INSTITUTE OF ADVANCED STUDY

Rashtrapati Nivas, Shimla – 171 005

Advertisement No.05/08/2022

Indian Institute of Advanced Study, an autonomous body under the Ministry of Education and fully financed by the Government of India, seeks application for the post of the Secretary in Pay Matrix Level-14 (Rs.1,44,200-2,18,200) as per 7th CPC on deputation/foreign service from All India Service and All India Group 'A' Service. The details about the post and terms & conditions for the appointment and eligibility are as under:

1.	Name of Post	Secretary
2.	Method of recruitment	On deputation
3.	Pay Band & Grade Pay	Matrix Level-14 (Rs.144200-218200) as per 7 th CPC.
4.	Period of Deputation	As per standard terms of deputation/foreign service.
5.	Eligibility	(i) All India Service and All India Group 'A' Service officials holding analogous post on regular basis in the parent cadre/department or with 3 years' experience or more in regular service on a post in Level-13 & 13-A as per 7 th CPC. (ii) Age should not exceed 56 years on the closing day for submission of applications.

Applications for the post duly signed by the candidate and countersigned by the Head of Office or an officer authorized to sign on his behalf, in the proforma along with

the following documents in respect of the eligible candidates who can be spared for taking up the assignment within one month from the date of intimation about their selection, may please be forwarded to the Director, Indian Institute of Advanced Study (IIAS), Rashtrapati Nivas, Shimla – 171 005. Candidates should send their application form well in time through proper channel. They may, however, send an advance copy directly to the Director, IIAS, Rashtrapati Nivas, Shimla – 171 005.

1. Cadre Clearance/No Objection Certificate;
2. Photocopies of the Annual Confidential Reports/ Annual Performance Appraisal Reports of the candidate for the last five years duly attested by an Officer not below the rank of Under Secretary to the Govt. of India;
3. Integrity Certificate (IC) to be signed by an Officer not below the rank of Deputy Secretary to the Govt. of India;
4. Vigilance Clearance (VC) indicating that no disciplinary proceedings or criminal proceedings are either pending or contemplated against the Officer concerned; and
5. List of major/ minor penalties, if any, imposed on the candidate during the last 10 years OR No Penalty Certificate (PC), as the case may be.

Applications should reach the Director, Indian Institute of Advanced Study (IIAS), Rashtrapati Nivas, Shimla – 171 005 latest by 03rd October 2022 at 05.00 PM. A scanned copy of the application duly-signed by the applicant (along with the enclosures) can, however, be sent to the Director, IIAS, Shimla on e-mail ID director@iias.ac.in (as an advance copy).

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Annexure-‘A’

PROFORMA

1.	Post applied for			
2.	Name of the applicant			
3.	Present Office Address			
4.	Name of service and batch			
5.	Date of birth			
6.	Date of retirement			
7.	Educational & Professional Qualifications			
	Qualifications	Completed in	Name of Institute	Subjects
a.				
b.				
c.				
8.	Details of employment (from present to past. Give brief on work done in each employment/posting)	a..... b..... c..... d.....		
9.	Nature of present employment (regular/deputation etc.)			
10.	In case present employment is on deputation basis, please state:			
	a. Name of the parent organization			
	b. Date of initial employment			
	c. Name of Borrowing organization, date and period of deputation			
	d. Reason for applying for			

	the deputation			
11.	Present pay matrix/pay-band & Grade Pay and Basic Pay			
12.	Additional information, if any			

Date:

Signature of Candidate

Place:

Mobile:

E-mail:

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Annexure-‘B’

**FORMAT OF VARIOUS CERTIFICATES REQUIRED TO BE ENCLOSED SEPARATELY
ALONG WITH THE APPLICATION OF CANDIDATE WHO APPLIES FOR DEPUTATION**

INTEGRITY CERTIFICATE

After scrutinizing the Annual Performance Appraisal Reports of Dr./Shri/Smt./Ms. _____ who has applied for the post of Secretary in the Indian Institute of Advanced Study, Rashtrapati Nivas, Shimla for deputation, it is certified that his/her integrity is beyond doubt.

*(To be signed by an Officer of the
rank of Deputy Secretary or above)*

Name & Office Seal:

Date:

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceedings or criminal proceedings is either pending or contemplated against Dr./Shri/Smt./Ms. _____ who has applied for the post of Secretary in the Indian Institute of Advanced Study, Rashtrapati Nivas, Shimla for deputation.

(Authorized signatory)

Name & Office Seal:

Date:

NO PENALTY CERTIFICATE

Certified that no minor/major penalty has been imposed on Dr./Shri/Smt./Ms. _____ Who has applied for the post of Secretary in the Indian Institute of Advanced Study, Rashtrapati Nivas, Shimla for deputation, in the past.

(Authorized signatory)

Name & Office Seal:

Date: