

Indian National Science Academy
Bahadur Shah Zafar Marg, New Delhi-110002

No. AD/22/
22 July 2022

Recruitment Notification (Advertisement No. AD/2022/01)

Applications are invited in the prescribed format from Indian citizens to fill up following posts on **Direct Recruitment** basis. The posts carry benefits of Dearness Allowance, House Rent Allowance, Transport Allowance and other benefits in accordance with the rules of the Academy.

Sr. No.	Post	Pay Level	No. of Posts
1.	Deputy Executive Director, Grade-II	Level 12 (Rs. 78800-209200) (Group A)	01 (UR)
2.	Assistant Executive Director, Grade-I	Level 11 (Rs. 67700-208700) (Group A)	01 (UR)
3.	Assistant Executive Director, Grade-II	Level 10 (Rs. 56100-177500) (Group A)	01 (UR)

Note: The reservation for persons with disabilities has been taken care while issuing this advertisement.

Qualifications and Experience for the post of Deputy Executive Director, Grade-II (Level 12 in Pay Matrix)

Essential Qualification & Experience:

- (i) Master's Degree in Science or Technology with minimum 60% marks from a recognized University.
- (ii) Minimum 10 (ten) Years post qualifications experience in Scientific Administration, including promotion of science in responsible position out of which minimum 5 years' experience should be at posts in Level 11 in the Pay Matrix / PB-3 Rs. 15600-39100 with Grade Pay of Rs. 6600 (pre-revised) in Central / State Governments / UTs / Autonomous Organizations / Statutory Bodies / Universities with working knowledge of computer applications.

Desirable

Ph.D. in any branch of science and proficiency in digital communications.

Age Limit: Not exceeding 50 years as on the last date of the application.

Qualifications and Experience for the post of Assistant Executive Director, Grade-I (Level 11)

Essential Qualification & Experience:

- (i) Master's Degree in Science or Technology with minimum 60% marks from a recognized University.
- (ii) Minimum 5 (five) Years post qualifications experience in Scientific Administration, including promotion of science in responsible position at posts in Level 10 in Pay Matrix / PB- 3 Rs. 15600-39100 with Grade Pay of Rs. 5400 (pre-revised) in Central / State Governments / UTs / Autonomous organization / Statutory Bodies / Universities with working knowledge of computer applications.

Desirable

Ph.D. in any branch of science and proficiency in digital communications.

Age Limit: Not exceeding 40 years as on the last date of the application.

Qualifications and Experience for the post of Assistant Executive Director, Grade-II (SI.No. 3)

Essential Qualification & Experience:

- (i) Master's Degree with minimum 60% marks from a recognized University.
- (ii) Minimum 2 (two) Years post qualification experience in Office Management in responsible position at posts in Level 9 in Pay Matrix / Grade Pay of Rs. 5400 in PB 2 Rs. 9300-34800 **OR** 3 (three) Years' experience at posts in Level 8 in Pay Matrix / Grade Pay of Rs. 4800 in PB 2 Rs. 9300-34800 in Central / State Governments / UTs / Autonomous organizations / Statutory Bodies / Universities with working knowledge of computer applications.

Desirable

- (i) MBA
- (ii) Should have fairly good knowledge of personnel / financial / General Administration rules of Govt. of India.

Age Limit: Not exceeding 35 years as on the last date of the application.

General Conditions:

1. It is the responsibility of the candidates to ensure their eligibility before applying . The prescribed essential qualifications and experience are minimum and mere possession of the same does not entitle any candidate to be called for Written Test and / or Interview. In the event of number of applications being large, the Academy reserves the right to shortlist and restrict the number of candidates to be called for Written Test and / or Interview on the basis of higher percentage of marks Or on the basis of higher educational qualifications and experience than the minimum prescribed in this advertisement Or any other method / criteria as decided by the Academy. The decision of the Academy will be final and binding on the candidates.
2. Candidature of Applicants shall be purely **PROVISIONAL** at all stages of the recruitment process.
3. The number of vacancies may increase or decrease as decided by the Academy. The Academy may decide to fill or not to fill any or all the posts as advertised vide this Recruitment Notice. The Academy may also form a panel of candidates, if necessary, for any or all the posts, which will be valid for a period of one year after declaration of final result.
4. Candidates must apply in prescribed format which must be downloaded from the Academy's website: www.insaindia.res.in. Applications received in any other format shall be summarily rejected and no correspondence shall be made in this regard.
5. **Age Relaxation:** Upper age limit shall be relaxable as per Government of India (GOI) Rules. The Upper age limit shall not be insisted upon in the case of INSA employees applying for Direct Recruitment.
6. **Application Fee:**
Rs. 1000/- (Rs. One Thousand only).

Application fee should be paid in the form of A/c Payee Demand Draft / Banker's Cheque in favour of 'Indian National Science Academy' payable at Delhi / New Delhi only. Candidates should write his / her name, date of birth, post applied for and mobile no. on the reverse side of the Demand Draft.

Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Disabilities (PwD) and Ex-servicemen (ESM) are exempted from payment of application fee on submission of requisite certificate in the prescribed format. INSA employees are also exempted for payment of application fee.

Fee once paid will not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

7. **Conditions seeking fee concession, age-relaxation, reservation etc.:** The age-relaxation for reserved category applicants is admissible only in the case of vacancies being reserved for such categories. The reserved category applicants, who apply against unreserved (UR) vacancies will get age relaxation to the extent it is available to UR category candidates.

Scheduled Castes (SC) / Scheduled Tribes (ST) / Ex-Servicemen (ESM) / Persons with Disabilities (PwD) / Central Government Civilian Employees (CGCE) applicants **seeking fee concession, age-relaxation, reservation etc. (as prescribed in the advertisement) shall invariably submit the requisite Certificate as applicable in each case, otherwise their claims for fee concession, age relaxation, reservation etc. shall not be considered.**

8. Only post Qualification experience as required above will be considered for the purpose of calculation of period of work experience.
9. Wherever CGPA/ OGPA/ DGPA grading in a degree is awarded, its equivalent percentage of marks must be indicated in the application as per norms adopted by the Boards/Universities/ Institutes. A copy of such formula should be attached with the mark sheet.
10. The candidates are required to submit copies of ACRs / APARs for preceding 5 years duly attested by their employer.
- 11. The crucial date for determining of age-limit, Essential Qualifications and Experience etc. will be the last date of receiving the applications at the Academy.**
12. Candidates are required to possess a valid active e-mail ID which is to be filled in the application form correctly and legibly, so that intimation to shortlisted candidates for Written Test / Interview etc. can be sent. The Academy will not be responsible for any non-delivery / bounce back of any email sent to the candidates. A mobile number may also be provided.
13. Candidates who wish to apply for more than one category of posts should submit separate Application Forms and also pay fee for each category of post.
14. The selected candidates shall be governed by the National Pension System (NPS) introduced by Govt. of India w.e.f. 1.1.2004.
15. The Selection for the above posts shall be based on Written Test and / or Interview as decided by the Academy.
16. Request for change / correction in any particulars in the Application Form once submitted, will not be entertained under any circumstances.
17. Canvassing in any form will disqualify the applicant.
18. The Candidates selected shall be liable to serve anywhere in India as per needs of the Academy.
19. The information furnished by the candidates in their application will be verified by the Academy with reference to the original documents during the Document Verification. During verification process of documents, if it is found that any information furnished by the candidate in the application is wrong, his/her candidature will be rejected forthwith. The candidates should ensure that they have furnished correct information in the application form.
20. Applications received incomplete in any respect, wrongly filled-in or unsigned, or without supporting self-attested photocopies of educational certificates, mark sheets, age, caste certificate (wherever applicable) and experience certificate (if applicable) or without photograph, or without application fee (unless exempted) may liable to be rejected.

21. The candidates serving in Govt./ Semi-Govt./ Autonomous Bodies should apply through proper Channel only. The shortlisted candidates shall be required to submit NO OBJECTION CERTIFICATE (NOC) from their current employer at the time of Written Test and / or Interview. Otherwise their candidature will be cancelled. Such candidates should also note that in case a communication is received from their employer withholding permission to the candidates applying for appearing in the Written Test and / or Interview etc., their application shall be rejected and candidature shall be cancelled.
22. The decision of the Academy in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination etc. shall be final and binding on the candidates and no enquiry/ correspondence change will be entertained in this regard.
23. **Jurisdiction of Courts:** Any dispute in regard to this recruitment process will be subject to Courts having jurisdiction at Delhi / New Delhi only.
24. It is the responsibility of the candidate to assess his/ her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications and experience and submit his/ her application duly filled-in along with the desired information, documents and other supporting materials as per the advertisement. In case, it is detected at any point of time in future, even after appointment, that the candidate was not eligible as per the prescribed qualifications and experience which could not be detected due to whatsoever circumstances, his/ her appointment shall be liable to termination forthwith.
25. The Candidates are also advised to visit our website www.insaindia.res.in (Career Section) regularly for latest information in respect of recruitment of various categories of posts. Corrigendum / Clarifications, if any, will only be provided at our website under 'Career' Section.
26. **How to Apply:** Candidates may send their duly filled in downloaded application form with following documents to the **Deputy Executive Director-I (F&A), Indian National Science Academy, Bahadur Shah Zafar Marg, New Delhi-110002** in a closed cover super-scribing "**Application for the post of Deputy Executive Director, Grade-II / Assistant Executive Director, Grade-I / Assistant Executive Director, Grade-II**":
 - (i) Duly filled in Application form alongwith self attested recent photograph (pasted in the application form)
 - (ii) Application fee in the form of Demand Draft / Banker's Cheque as prescribed in each case.
 - (iii) Self Attested photocopies of Educational Certificates and Mark Sheets (starting from matriculation onwards as mentioned in the application form). The Matriculation Certificate will be treated as Date of Birth Certificate.
 - (iv) Self Attested copies of Experience Certificate.
 - (v) Caste Certificate (For SC/ST/OBC candidates) (as applicable for appointment to posts under Government of India)
 - (vi) Ex Servicemen / PwD Certificate (wherever applicable)
 - (vii) Attested Photocopies of ACRs / APARs for preceding 5 years
 - (viii) Any other relevant certificate (as mentioned in the Application form)

Applications received without supporting documents or sent through email will be summarily rejected. **The last date to receive the applications in the office of the Academy is 22 August, 2022.** Applications received after the last date will not be entertained. In case the last date falls on weekly off/ holidays, in that case the last date will be the next working day up to 6.00 p.m. The Academy shall not be responsible for any postal delay.

Executive Director