

**Indian Council of Philosophical Research (ICPR)**  
**(Ministry of Education, Government of India)**  
New Delhi – 110 062

Date : 03.02.2025

**ADVERTISEMENT NO.01/2025**

Indian Council of Philosophical Research (ICPR), an Autonomous Organization fully funded by the Government of India, Ministry of Education, invites applications for the following posts:-

**Details of Vacancy for the post of Member Secretary**

Sr. No	Post	Pay scale	No. of posts	Category	Age
1	Member Secretary (Group 'A')	Level-13A of Pay Matrix Rs.1,31,100-2,16,600	01	UR	Not below 45 years

2. Essential qualification and other terms and conditions :-

Sr. No	Post	Essential qualifications/Experience	Method of recruitment	Remarks
1	Member Secretary (Group 'A')	<b><u>For Direct Recruitment</u></b> Eminent Scholar in the field of Philosophy with several years of research/academic and administrative experience.  <b><u>In case of Transfer on deputation</u></b> A Professor in a University or a scholar with at least 15 years of experience of teaching/research with experience of administration.	Direct recruitment failing which by transfer on Deputation.	The term of appointment of Member Secretary shall be three years, extendable by another term of three years, subject to the condition that no person will continue as Member Secretary on attaining the age of 60(sixty) years.

3. Candidates are required to furnish the following documents at the time of verification of documents:-

- (i) Matriculation/Secondary Examination Certificate or an equivalent Certificate for Age proof.
- (ii) Final Mark Sheet/Degree as a proof of meeting educational qualification.
- (iii) The departmental candidate should submit a certificate from his/her employer in the prescribed format at Annexure-I.
- (iv) Candidates who are employed under Government may send an advance copy of application. However, advance application shall be entertained only when application through proper channel (Forwarding Authority) alongwith duly attested copies of last five years APARs, are received. It shall be necessary to furnish 'No Objection Certificate' from the parent Department/present employer at the time of interview/test.



5. Candidates are required to furnish the following documents at the time of verification of documents:-

(i) Matriculation/Secondary Examination Certificate or an equivalent Certificate for Age proof.

(ii) Final Mark Sheet/Degree as a proof of meeting educational qualification.

(iii) The departmental candidate should submit a certificate from his/her employer in the prescribed format at Annexure-I.

(iv) Candidates who are employed under Government may send an advance copy of application. However, advance application shall be entertained only when application through proper channel (Forwarding Authority) alongwith duly attested copies of last five years APARs, are received. It shall be necessary to furnish 'No Objection Certificate' from the parent Department/present employer at the time of interview/test.



## GENERAL TERMS & CONDITIONS

1. The notified vacancies advertised are tentative. ICPR reserves the right to cancel/restrict/enlarge/modify the requirements advertised, if need so arise without assigning any further notice or assigning any reason thereto.
2. Court of jurisdiction of any dispute will be at Delhi.
3. Candidates are advised to regularly visit ICPR website for updated information on the selection process. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our website [www.icpr.in](http://www.icpr.in).
4. The candidates short-listed for interview will be informed by post, email as well as notified in the Council's website [www.icpr.in](http://www.icpr.in). The Council will not be responsible for any postal delay.
5. Original certificates should be produced only at the time of interview/test. However, attested photocopies of testimonials may also be attached with the application in support of age, educational qualifications and experience etc.
6. The decision of the Council in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
7. Success in the selection process confers no right of appointment unless it is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respect of appointment to the service/post.
8. Relaxation of age limit for SC/ST/OBC or on any other ground will be applicable as per the decision of the Government of India.
9. The terms and conditions of deputation will be regulated in accordance with OMs/Orders issued by the Department of Personnel & Training and as amended from time to time.
10. The prescribed qualifications are the minimum and mere possession and fulfilment of the essential and desirable qualifications for a post does not entitle the candidate to be called for interview/ test.
11. Application must be neatly typewritten on A-4 size paper in the prescribed proforma(Annexure-I). The proforma can also be downloaded through the website [www.icpr.in](http://www.icpr.in)
12. Applications received after expiry of the prescribed period and/or found to be incomplete in any manner or not submitted in prescribed proforma will not be entertained.
13. The Council reserves the right not to fill up any of the vacancies advertised, if the circumstances so warrant.



14. Candidates who are working in Central & State Government, Universities and Autonomous Bodies may send an advance copy of application. However, advance application shall be entertained only when application **through proper channel (Forwarding Authority)** is received. It shall be necessary to furnish "**No Objection Certificate**" from the parent department/present employer at the time of interview/test.
15. Forwarding Authority is to ensure that the applications must be accompanied by ACRs for last five years, Integrity Certificate and Vigilance Certificate. In case of photocopies of A.C.R are sent, these may be attested by an officer not below the rank of Under Secretary of the Government of India.
16. Crucial date for determining the age shall be the closing date for receipt of applications from candidates i.e. within 45 days of publication of the advertisement in the Employment News.
17. Concession will be provided for Scheduled Castes, Scheduled Tribes, Other Backward Class and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
18. One recent passport size photograph should be pasted on the top right hand corner of the application and be signed by self across. Application without photograph will be treated as incomplete application.
19. Envelope containing application should be super-scribed with "**APPLICATION FOR THE POST OF \_\_\_\_\_.**"
20. Application completed in all respect may be addressed and sent to the *Director(A&F)i/c, Indian Council of Philosophical Research, 36 Tughlakabad Institutional Area, M.B. Road, New Delhi - 110 062 within 45 days of publication of the Advertisement in the 'Employment News'. Application received after due date will not be entertained.*

Director( Adm & Finance)i/c





Indian Council of Philosophical Research  
36 Tughlakabad Institutional Area, Mehrauli  
Badarpur Road, New Delhi - 110 062  
www.icpr.in; E-mail: icpr@bol.net.in,maandicprhqrs@gmail.com

**Annexure-I**

Affix recent  
passport size  
photograph  
duly signed on  
the same by  
the applicant.

**BIO-DATA**

1. Post applied for :.....  
(i) Whether applying for Direct  
Recruitment, Deputation or  
Contractual Engagement.  
(please clearly mention). :.....
2. Name of the applicant :.....
3. Father's/husband's Name :.....
4. Date of birth & Age :.....
5. Sex - Male / Female :.....
6. Marital Status :.....
7. Whether General/ST/OBC :.....
8. Address {Postal/Permanent} :.....  
:.....  
:.....  
Pin Code :.....
9. E-mail ID :.....
10. Telephone/Mobile No. :.....
11. Present post held/Name of the office :.....  
:.....
12. Date of Appointment in the  
Present post :.....



13. Present Pay (Specify whether regular Pay or ACP/MACP pay) : .....

14. Scale of pay and grade pay : .....

15. Educational Qualification:

S.No.	Exams Passed	Board/University	Year	Division/%	Subjects

(Please attach attested Xerox copies of the testimonials)

16. Experience:

Sr. No.	Office in which worked/Designation Pay Band/Grade Pay	From	To	Experience			Nature of duties (attach experience Certificates)	Whether regular service or on deputation
				No. of Years	Months	Total		

(Please use extra sheets as per the above proforma, if necessary by indicating the period of experience as mentioned in the job description for the post)

17. Please state clearly whether in the light entries are made above, you meet the requirement of the post :



19. Books/Publications/Articles at credit : \_\_\_\_\_  
\_\_\_\_\_ (attach details)

20. Languages known : \_\_\_\_\_

21. Other information, if any : \_\_\_\_\_

**UNDERTAKING**

I hereby certify that the above information recorded are correct to the best of my knowledge and belief.

Signature of the applicant

Date : \_\_\_\_\_

Place: \_\_\_\_\_

**CERTIFICATE BY THE FORWARDING OFFICE IN CASE OF APPLICATIONS ON DEPUTATION TERMS**

Forwarded and certified that the information furnished by Shri/Smt./Ms. \_\_\_\_\_ in his/her application has been verified from records and is found to be correct and he or she is having relevant experience mentioned as per the job description.

It is further certified that no vigilance/disciplinary case is either pending or contemplated against Shri/Smt./Ms. \_\_\_\_\_.

Xerox/true copies of the APAR/ACR documents of the above candidate who preferred for deputation for the post of .....in ICPR for the last 5 years duly attested, are enclosed.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

(office seal)

No. of enclosures attached

1.

2.

3.

4.