

Government of India
Ministry of Human Resource Development
Department of Higher Education

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Applications are invited for the post of Secretary, Auroville Foundation in the pay scale of Rs.1,44,200-2,18,200/- (level 14) (equivalent corresponding Pay Scale of PB-4 – Rs. 37,400-67,000 + Grade Pay of Rs. 10,000 as per 6th CPC).

The methods of recruitment are as follows:-

Composite method of recruitment:

1. Deputation:

Officers of the Services under the Union, the States and the Union Territories holding posts corresponding to that of Joint Secretary in the Central Government in the parent cadre/department on regular basis for a minimum period of 3 years.

2. Promotion:

Officers serving on the establishment of Auroville Foundation in posts corresponding to that of Director/Deputy Secretary in the Central Government on regular basis for a minimum period of 8 years.

3. On Foreign Service :

Persons serving in the Universities recognized by the Central Government, the institutions declared by the Central Government as "Deemed Universities" and the institutions recognized by the Central Government as institutions of higher education, research and training in analogous posts on regular basis for a minimum period of 3 years;

4. On Contract Basis :

- a. Persons having superannuated on having attained the prescribed age of retirement or have retired honourably on voluntary basis from (1) services under the Union, the States and the Union Territories and (2) Universities, Deemed Universities and recognized institutions of higher education, research and training; and
- b. Persons serving in institutions of higher learning, research and/or training other than those mentioned in sub-para (a) supra.

Qualifications:-

1. Essential:

Possess a minimum of 10 years of working experience in administration including financial administration or 10 years of teaching and or research and administrative experience as Reader or in equivalent post in an approved university or an approved institution of higher learning, and/or training

2. Desirable:

Possess understanding and belief in the ideals of life-long education and human unity.

Tenure of Office:-

1. In the case of an officer on deputation, the period of deputation including the period of deputation in another similar posts held immediately preceding this appointment in the Central Government's any other organization/department shall not exceed 3 years extendable by another three years or 65 years of age, whichever is earlier.
2. In the case of an officer on promotion, the tenure of office will be co-terminus with the prescribed date of superannuation;
3. In the case of an officer on Foreign Service, the tenure of office shall not exceed three years extendable by another three years or 65 years of age, whichever is earlier; and
4. In the case of person outsourced from open market on contract basis, the tenure office shall not exceed 3 years extendable by another three years or 65 years of age, whichever is earlier.

Age Limit

1. The maximum of age limit for appointment in the case of persons appointed on deputation or on Foreign Service shall be 56 years or age; and
2. The Maximum age limit for a person outsourced from open market and or appointed on contract basis shall be 62 years of age. (The date of computing the age of the candidate, in every case, shall be the closing date for the receipt of the application as notified.)

Closing date for receipt of applications is 30th November, 2019.

The application proforma is available on the website <https://mhrd.gov.in/advertisements>

The applications in the **prescribed proforma** should reach to Shri Siljo V.K., Director (ICC), Department of Higher Education, Ministry of Human Resource Development, Room. No.212 C Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi 110001 not later than 30th November, 2019, by email (scanned copy of signed application) to vk.siljo@nic.in (or) Post (in a sealed envelope mentioning "Application for the Post of Secretary, Auroville Foundation").

Proforma of Application for the post of Secretary, Auroville Foundation

Affix latest Passport
size Photograph

1	Name (in Block letters)	
2	Date of Birth (D/M/Y)	
3	Correspondence Address	
4	Phone No	Mobile: Landline:
5	Email:-	
6	Education Qualification	
7	Whether Serving/Retired	
8	<p>Additional details about present/last employment please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a)Central Government b)State Government c)Autonomous Organization d)Government Undertaking/PSU e)Universities(with type) f)Private</p>	
9.	If serving, Present Position	
	Nature of Present Employment (Ad-hoc/temporary/ /Permanent)	
	Designation:	
	Organization	
	Pay Scale	
	Total emoluments per month drawn	
	Date of Appointment to the present post	
10.	In case present employment is held on deputation, please state	
	(a) The date of initial appointment (b) Period of appointment on deputation (c) Name of parent office/ organization	

11.	Total Experience (in years and months)				
12.	Details of Experience				
Sl. No	Post Held	Pay Scale	Organization	Nature of Experience (Academic/Administrative/others)	Experience (in Years and Month)
13.	Additional information, if any				
14.	Full postal address including PIN Code Number of the Forwarding Authority with name, telephone number and E-mail address of the forwarding Authority				

15. Declaration

I hereby declare that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted.

Place

Date:

Signature of the Candidate

16. Certificates (to be given by the Head of the Organization/employer)

1. Certified that the particulars of the officer have been verified and found correct.
2. It is certified that no vigilance or disciplinary proceeding is pending or/and contemplated against the officer. Integrity of the officer is also certified.
3. The overall grading/numerical grading given in the ACRs of the applicant for the various years are as under:

Year	Overall grading
2014-15	
2015-16	
2016-17	
2017-18	
2018-19	

Date:

Signature of the Head of the Organization/Employer with official seal