

Homi Bhabha National Institute
Office of Vice Chancellor

Training School Complex
Anushaktinagar
Mumbai 400094

Advt. No. 1/2015

**INVITES APPLICATIONS FOR THE POST OF
REGISTRAR, HOMI BHABHA NATIONAL INSTITUTE**

The Homi Bhabha National Institute (HBNI) is looking for an efficient administrator or a scientist/engineer having flare for administration for appointment as Registrar in HBNI. HBNI is a Grant-in-Aid Institution of Department of Atomic Energy and a deemed to be university under Section 3 of the UGC Act. HBNI is an internationally renowned research university specializing in nuclear science and engineering including mathematics. For the purpose of conducting academic programmes, the following are the Constituent Institutions of the Homi Bhabha National Institute (HBNI).

1. Bhabha Atomic Research Centre (BARC), Mumbai
2. Indira Gandhi Centre for Atomic Research (IGCAR), Kalpakkam
3. Raja Ramanna Centre for Advanced Technology (RRCAT), Indore
4. Variable Energy Cyclotron Centre (VECC), Kolkata
5. Saha Institute of Nuclear Physics (SINP), Kolkata
6. Institute for Plasma Research (IPR), Gandhinagar
7. Institute of Physics (IoP), Bhubaneswar
8. Harish-Chandra Research Institute (HRI), Allahabad
9. Tata Memorial Centre (TMC), Mumbai
10. Institute of Mathematical Science (IMSc), Chennai

Scale of Pay of the post

The Scale of pay of the post of Registrar, HBNI is Pay Band-4 and Grade Pay: ₹. 10000 plus allowances as per rules of the Government of India.

Tenure of the Post

Tenure of appointment shall be for a period of not more than five years and with a review after three years. Re-appointment can be made to one more term. Review provision is applicable for the second term as well.

Nature of Duties

1. To be custodian of the records, the funds of the Institute and such other property of the Institute as the Council of Management may commit to his charge.
2. To conduct the official correspondence on behalf of the authorities of the Institute.
3. To issue notices convening meetings of the authorities of the Institute and all Committees and Sub-Committees appointed by any of these authorities.
4. To maintain the minutes of the meetings of the authorities of the institute and all the committees and sub-committees appointed by any of these authorities.
5. To make all administrative arrangements for and supervise the examinations conducted by the Institute or to prescribe administrative procedures for the conduct of examinations by the Constituent Institutions.
6. To represent the Institute in suits or proceedings by or against the institute, sign powers of attorney and perform pleadings or depute his representatives for this purpose.
7. To enter into agreement, sign documents and authenticate records on behalf of the institute.
8. To safeguard and maintain the buildings, gardens, offices, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipments and other properties of the institute.

9. To perform such other duties as may be specified in the Rules or as may be specified by the Council of Management or the Vice Chancellor from time to time.

Eligibility criteria:

- **Age:** Candidate shall not be more than 60 years of age as on 01.01.2016. Age of superannuation will be 62 years.
- **Educational Qualification:** Master degree with at least 55% marks or equivalent grade “B” in the UGC 7 point scale.
- **Desirable Qualification:** Familiarity with the working of DAE and legal framework for governance of education in India.

- **Experience:**
 - a) At least 15 years of experience as Faculty in Grade Pay of ₹.7000 and above or with 8 years of service in the GP of ₹.8000 and above including as Faculty with grade pay of ₹. 8700 and above with experience in education administration; or
 - b) 8 years of experience as scientific officer in a research establishment and /or other institutions of higher learning with a grade pay of ₹.8000 and above along with experience in education administration; or
 - c) 15 years of administrative experience in Pay Band 3 and above of which at least 8 years shall be as Dy. Registrar or an equivalent post in grade pay of ₹. 7600 and above.

Selection procedure:

Appointment will be made by the Council of Management of HBNI on the recommendations of a Search-cum-Selection Committee. The Search-cum-Selection Committee constituted for the purpose of selection of the Registrar will consider applications received in response to this advertisement as well as nominations received from eminent persons.

Application Procedure:

Interested individuals may apply giving their detailed Resume in the prescribed Proforma along with a one page (250 words maximum) vision statement for bringing up the administration of the Institute. The application typed on plain paper alongwith enclosures may be sent by Registered Post to AO (III), Office of Vice Chancellor, HBNI, Training School Complex, Anushaktinagar, Mumbai – 400 094. Persons employed in Government Departments or Autonomous Institutions under them must send their applications through proper channel. The prescribed Proforma may be downloaded from the Institute Website www.hbni.ac.in. The last date and time for receipt of application by hand delivery / Speed Post/courier is 10.11.2015, 5 PM. The advance copy of the application can also be sent by email to vcoff@hbni.ac.in. However, the date and time of receipt of application by hand delivery / speed post / courier will be treated as valid and applications received beyond the prescribed date and time shall be treated as invalid applications.

Envelope containing application form should have inscribed on the top of it “**APPLIATION FOR THE POST OF REGISTRAR, HBNI**”

The Office of Vice Chancellor will not be responsible for loss of any application in transit.

The Office of Vice Chancellor reserves its right to call only those candidates who are found eligible after screening, for interview or for the selection process or reject all the applications without assigning any reasons therefor.

**APPLICATION FOR THE POST OF
REGISTRAR, HOMI BHABHA NATIONAL INSTITUTE (HBNI)**

Passport
Size
Photograph

1.	Name of the Applicant	
2.	Gender	
3.	Date of birth	
4.	Address	
5.	Telephone No	_____
		(STD Code) _____
	Telefax No.	_____
		(STD Code) _____
	Email	

6. Educational qualifications (including post-doctoral fellowship)
(Graduation and above)

Sr. No	Qualification	Subject (s)	Year/ Division	Institution/ University Place/Country
1.				
2.				
3.				
4.				

7. Experience

(Please add separate sheet if required)

Sr. No.	Designation	Organisation With address	Position	Duration
1.				
2.				
3.				

8. Indicate experience as a team leader in administration.

9. Referees

Sr. No.	Name	Position	Address	Tele No. / Email
(1)				
(2)				

12. Any other information:

Date:

Place

(Signature of the applicant)