

01	1. Name of post	<b>REGISTRAR</b>
	2. No. of post	1 (one)
	3. Classification	Administrative
	4. Scale of Pay	Pay Band – 3 (Rs. 15600 – 39,100/-) Grade Pay Rs. 7,600/- Pay Level – 12 as per 7 <sup>th</sup> CPC
	5. Whether Selection or Non-Selection Post	NA
	6. Age limit for direct recruits	50 years (Direct Recruitment) As per Gol norms for Deputation, including short-term contract
	7. Educational and other qualifications required for direct recruits	<p><b>Educational qualification &amp; experience:</b></p> <p>i. Master's Degree in any discipline from a recognized University / Institute</p> <p><u>Experience for Direct Recruitment:</u></p> <p>ii. 10 years of administrative experience in the Pay Level 10 (and/or higher levels combined) as per 7<sup>th</sup> CPC on regular and full time basis in Scientific Departments / Higher Educational Institutions or Research Institutions under Central / State Government / Autonomous body / University / PSU, having sufficient knowledge of personnel / Establishment / Accounts / Procurement / Stores / Workshop / Works / Extramural Research etc.</p> <p><u>Desirable:</u> Experience in computerised administration/ legal/ financial/ establishment matters.</p>
	8. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees	No
	9. Period of Probation, if any	1 year for DR
	10. Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	Promotion/ deputation failing which by DR
	11. In case of recruitment by promotion/ deputation/ absorption	<b>A) For promotion-</b> Deputy Registrar with minimum 5 years of regular service in Pay level-11.

	grades from which promotion/ deputation/ absorption to be made	<p><b>B) For deputation:</b> Educational qualification &amp; experience:</p> <ul style="list-style-type: none"> <li>i. Master's Degree in any discipline from a recognized University / Institute</li> <li>ii. 5 years of experience in Pay Level 11 (and/or higher levels combined) as per 7th CPC on regular and full time basis in Scientific Departments / Higher Educational Institutions or Research Institutions under Central / State Government / Autonomous body / University / PSU, having sufficient knowledge of personnel / Establishment / Accounts / Procurement / Stores / Workshop / Works / Extramural Research etc.</li> </ul> <p>or</p> <p><b><u>Desirable:</u></b> Experience in computerised administration/ legal/ financial/ establishment matters.</p>
	12. If a Departmental Promotion Committee exists what is its composition	<ul style="list-style-type: none"> <li>i. Director (Chair)</li> <li>ii. Any one of the Deans/Chairs, to be nominated by the Director</li> <li>iii. One member nominated by the Chairman, Governing Council of Bose Institute, who shall be eminent person of science, but not necessarily members of the Governing Council</li> <li>iv. Head(AI), DST, Govt. of India or nominee (not below Level-13)</li> <li>v. FA, DST, Govt. of India or nominee (not below Level-13)</li> </ul>
	13. Circumstances in which Union Public Service Commission to be consulted in making recruitment	NA