



INSTITUTE OF NANO SCIENCE AND TECHNOLOGY

(An Autonomous Research Institute of Department of Science and Technology, Government of India)

Habitat Centre, Sector-64, Phase-X, Mohali-160062, Punjab

No. 3(1)/2020-INST

Dated: 18-05-2020

RECRUITMENT

For the post of Chief Finance and Administrative Officer

The Institute of Nano Science and Technology (INST), Mohali in Punjab, an autonomous R&D institution under the aegis of Ministry of Science and Technology, Government of India invites applications from suitable dynamic persons with excellent credentials for the following position on direct recruitment/deputation basis:

S. No.	Post	Pay Level	Number of Post(s)
1.	Chief Finance & Administrative Officer	Pay Level – 13	01 (UR)

Qualifications, Experience and Age limits:

i). Essential Qualifications: Graduate from a recognized University with MBA (Finance/HR) or Graduate having qualified SAS/CGA examination conducted by CAG of India/Controller General of Accounts, Ministry of Finance, GoI.

ii). Experience: Experience of **15 Years** in Personnel and General Administration/Finance & Accounts and budgeting, out of which at least **05 years** in supervisory capacity in Pay Level 12/11 (Pre-revised GP of Rs.7600/6600) in a Central Government Department/Autonomous Body.

iii). Upper Age Limit as on the closing date of the receipt of application should not exceed 50 years for direct recruitment and 56 years for candidates on deputation.

Application Fee: An application fee of Rs. 590/- (non-refundable) shall be deposited by each candidate through Bank Transfer using NEFT in favor of **Institute of Nano Science and Technology, Mohali** in to its Bank Account as the details given below and to indicate the Transaction Number and date in the relevant column provided in the application form. No other mode of application fee is acceptable. Women candidates, persons belonging to SC/ST and Persons with Disabilities will be exempted from the payment of application fee. Regular employees of INST applying for higher position will also be exempted.

For NEFT: the bank detail of the Institute is as under:

Name : Director, INST Mohali
Bank Name : Canara Bank
Bank Address : Sector 34-A, Chandigarh-160022
Type of A/c : Current Account
A/c No. : 2452201001102
IFSC : CNRB0002452
MICR : 160015003
Swift Code : CNRBINBBFFC

Important Instructions:

1. The upper age limit in respect of the Scheduled Castes, the Scheduled Tribes, the Ex-servicemen, Other Backward Classes, Persons with Disabilities shall be relaxed in accordance with the orders issued by the Government of India from time to time in this regard.
2. **The crucial date for determining the age limit shall be the closing date for receipt of applications.**
3. Against the direct recruitment basis, appointments shall be made initially on temporary basis and the confirmation of the appointee to the post shall be considered only after his/her satisfactory clearance of prescribed probation period of one year. Appointment on deputation basis shall be governed under the relevant rules applicable and instructions/guidelines issued by the DoPT, GoI from time to time on the subject.
4. Officers appointed after due process of selection shall be liable to serve anywhere in India.
5. Whosoever does not have the knowledge of Hindi, he/she shall be required to acquire the same during his/her period of probation.
6. Application Form must be accompanied by; (i) requisite application fee receipt/transaction proof and self-attested copies of all certificates regarding Date of Birth, Educational and Professional Qualifications, Experience, Caste/Tribe/OBC/PWD/Ex-serviceman in case claiming reservation or any relaxation, if available.

(ii) Certificate in respect of OBCs must indicate OBC status and **non-creamy layer status**. In addition to this, a declaration by the candidate in the format annexed with Application form, must be submitted.

(iii) Application form and copies of testimonials should be on A4-size paper duly stapled or tagged but **not** bound (spiral/plastic strips etc). The enclosures should be placed in the same order as depicted in the application form.
7. Incomplete applications, Applications **not** in the prescribed format, Applications received **without** self-attested testimonials of qualifications, experience, caste etc. and the application fee, if applicable and those received after the due date shall **not** be considered and will be summarily rejected without assigning any reason and no claim for refund of fee shall be entertained, in any case.
8. **Fulfilment of qualifications, experience etc. shall not entitle any candidate to be called for further process of recruitment/interview. INST reserves the right to short-list applicants by adopting such a criteria as may be considered appropriate. No reason for rejection shall be communicated.**
9. **Travelling Expenses limited to second-class AC fare shall be payable only to the eligible candidates attending the interview on production of tickets.**
10. Persons in employment in Government Departments, Autonomous Bodies/other Govt. funded institutions should apply **Through Proper Channel** or produce **'No Objection Certificate'** from

their employer at the time of Interview. Candidates applying for the post to be filed up on Deputation basis, must get their application forwarded through proper channel and the office forwarding the application must attach authenticated copies of Annual Performance Appraisal Reports (APAR) for the preceding 5 years and certificates of Integrity, Disciplinary and Vigilance clearance.

11. Application form is separately linked. Candidates may fill up the prescribed application form along with relevant details by downloading it from INST's website <http://www.inst.ac.in/careers>

(i) Application form, duly filled in, accompanied by Payment of application fees receipt or Transaction Number indicated on the application form and self-attested photocopies of testimonials should be sent by registered post / speed post to; **The Director, Institute of Nano Science and Technology, Habitat Centre, Sector 64, Mohali, Punjab-160062** latest by **30-06-2020**. The last date of receipt of applications from candidates in **Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep** will be **10-07-2020**.

(ii) Separately, a soft copy of duly typed "SYNOPSIS" (in excel format) and scanned copy of the duly completed application in the prescribed format must be sent by e-mail at instrectt2015@gmail.com by the last date. In addition, a hard copy of synopsis also be attached with hard copy of application form.

(iii) Incomplete Application forms and non-submission of soft copy of Synopsis will lead to rejection of application.

12. The envelope containing application must be super scribed as "**Application for the Post of Chief Finance & Administrative Officer**"

13. At any stage of scrutiny of applications or at any later stage or even after appointment, if a candidate is found to have submitted false information, his/her candidature/service would be rejected/terminated forthwith.

14. Interim enquires regarding recruitment shall not be entertained.

15. Canvassing of any form will be a disqualification.

Director, INST

Enclosures: 1) Application forms

2) Synopsis (in excel format)



All in separate links.