



CENTRE FOR NANO AND SOFT MATTER SCIENCES

Arkavathi, Survey #7, Shivanapura, Dasanapura Hobli, BENGALURU 562 162

CeNS/2023-24/ Admn/ AO Advt./618

10 October 2023

APPLICATIONS INVITED FOR POSITION OF ADMINISTRATIVE OFFICER

The Centre for Nano and Soft Matter Sciences (CeNS) is a premier Scientific Autonomous Institute under the Department of Science and Technology (DST), Government of India, carrying out research and development in Nano and Materials Sciences including Soft Matter. The Centre follows the same service rules and regulations as applicable to Central Government departmental offices.

CeNS proposes to fill a vacancy in the position mentioned below and invites applications from candidates, fulfilling the eligibility criteria mentioned hereunder.

ADMINISTRATIVE OFFICER Group - A	Rs. 15600-39100	
	Level- 11 of 7 th	
	CPC	Through direct recruitment /
	Basic Pay at entry	transfer on deputation
	level will be	basis/by promotion
	Rs.67,700 +	
	Allowances	

Eligibility:

a. Essential

- Bachelor's Degree in any discipline from recognized University and/or higher qualifications from recognized University/Institutions
- 10 years' experience in the relevant area such as Administration/Finance /Purchase/Accounts/Budget matters, out of which, five years in an analogous post or in a Supervisory capacity, not lower than Level 10 in Government/Scientific research and development institution or commercial organization/industry of repute.

b. Desirable

- Knowledge of matters relating to Administration /Personnel /Finance/Accounts, as applicable to services under Government of India/Central Autonomous Bodies.
- Knowledge/Experience in usage of computer aided systems and proficiency in MS Office packages.
- Proficiency in English and in the local language, Kannada.

c. Age limit

- i) **For direct recruits:** Not exceeding 40 years as on 1st January 2024. Relaxation up to five years will be admissible for employees of Government/PSU/Autonomous bodies/Universities and candidates belonging to SC /ST /OBC /PWD /EWS /Ex-Ser. as per Central Government rules. The Selection Panel however may, at its discretion, extend the relaxation, as deemed necessary, in deserving cases.
- ii) **For deputation:** Not exceeding 50 years as on 1st January 2024. The period of deputation will ordinarily not exceed 3 years, but will carry the prospect of permanent absorption, subject to performance review and mutual acceptance between CeNS and the lending organization.

d. Age for retirement on superannuation: On attaining age of 60 years.

e. Job requirements:

- The candidate shall play a key role in ensuring the effective functioning of the Centre and in managing complete administrative responsibilities.
- The selected candidate will carry out the administrative duties assigned to him/her and assume responsibilities commensurate with the position in the areas such as Establishment, Accounts, Finance, Stores & Purchase, Legal, Academic and other related areas in administration and any other responsibility that may be assigned to balance the workload.
- Organize Finance Committee and Governing Council meetings, liaison with various departments of the Government of India/State, independently handle the correspondence/reporting to DST and also with funding agencies for scientific projects, officiate as authorized signatory to contracts and agreements of the Centre, manage/monitor payments as signatory through Public Finance Management System (PFMS), monitor budget and finances through ERP system, etc.

f. General conditions:

- i. The applicant should be a citizen of India
- ii. Eligible candidates may apply for the position in the prescribed online format available at <https://www.cens.res.in/en/opportunities/administrative> on or before the last date **3 November 2023**.
- iii. Candidates already employed in Government departments/autonomous bodies/Universities/other Government funded institutions may submit an Advance Copy for consideration of his/her candidature.

- iv. In the event of being shortlisted, the candidates mentioned above should arrange to send the application through proper channel along with (i) No Objection Certificate (ii) copies of the APAR/ACRs for the past 5 years, duly attested on each page by an officer of the rank of Under Secretary to Government (iii) Vigilance and Integrity Certificate and (iv) Major/Minor penalties imposed on the candidate, if any, in a sealed cover by Speed Post, addressed to the Administration & Finance Officer, Centre for Nano and Soft Matter Sciences, Arkavati, Survey No 7, Shivanapura Dasanapura Hobli, Bengaluru North-562162, and superscripted with the words 'Application for AO position'.
- v. For those applying for the position for transfer on deputation basis, all the terms and conditions as applicable to a Central Government deputation post will apply. The application copy should be forwarded through proper channel along with the documents (i) to (iv) mentioned above.
- vi. Those in private corporate employment, if selected, will need to submit a copy of the order of relief from the last employment held, prior to reporting at the Centre.
- vii. The position carries a probationary period of one year from the date of appointment for direct recruits. The candidate appointed after due process of selection shall be liable to serve anywhere in India.
- viii. For those already in Government service, pay protection will be extended as per extant rules and pay regulated accordingly. Those applying for deputation may opt for fixation in the regular scale of pay (Level-11) or for existing pay with deputation allowance, as admissible.
- ix. The position is covered under the National Pension Scheme (NPS) for fresh recruits.
- x. Mere fulfillment of qualification, experience, etc., shall not entitle any candidate for further process of selection. The Selection Panel reserves the right to shortlist applications by adopting such criteria as may be considered appropriate.
- xi. Updates with regard to shortlisting of eligible candidates and any other announcements pertaining to this process of selection will be posted only on the webpage at <https://www.cens.res.in/en/opportunities/administrative>
- xii. No correspondence will be made individually at any stage. Applicants may visit the website mentioned above frequently to check for updates.
- xiii. Canvassing by or on behalf the applicant of any kind for selection or appointment shall lead to disqualification of such candidates and no further correspondence will be entertained. The selection panel and the competent authority of CeNS reserves the right to extend any relaxation in any of the eligibility criteria for the acceptance or rejection of applications as may be deemed necessary. The decision of the Centre will be final and binding on the candidates.

- xiv. If a candidate is shortlisted and is called for further selection process he/she should arrange to send a printed copy of his/her application along with photocopies of all testimonials supporting age, qualification, reservation (if applicable), experience, in a sealed cover by Speed Post, addressed to the Administration & Finance Officer, Centre for Nano and Soft Matter Sciences, Arkavati, Survey No 7, Shivanapura Dasanapura Hobli, Bengaluru North-562162, and superscripted with the words 'Application for AO position'.
- xv. No travelling allowance will be admissible to candidates except to those belonging to any of the reserved categories. The actual round-trip fare for journeys performed either by AC Bus or three tier AC train will be reimbursed to these candidates.
- xvi. Incomplete application forms or those received after the due date or without the requisite documents or application fee (except in case of those exempted), will not be accepted.
- xvii. If a candidate is found to have furnished false information, the application will summarily be rejected and if found at a later stage, even after appointment, the services would be terminated forthwith.
- xviii. Appointment of the selected candidate will be subject to medical fitness certification from a Government Hospital and verification of antecedents through the Police department.
- xix. The Centre reserves the right to reject any application without assigning any reason. It also reserves the right to cancel the process of recruitment at any stage without assigning reasons thereof.

g. Application fee: A non-refundable fee of **Rs. 250 plus GST at 18%** (Rs.295/-) should be remitted online, through SBI Collect (<https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>) [Select State as 'Karnataka', Type of Corporate/Institution as 'Govt. Department' and Govt. Department Name as 'Centre for Nano and Soft Matter Sciences'. Select Payment Category as 'CeNS Fees' and fill in the other information as necessary. Please indicate in the Remarks column 'Application Fee for AO position'].

Women candidates, applicants belonging to SC/ST/OBC/PWD/Ex-Ser./EWS categories and those already employed in CeNS, are exempted from payment of the application fee.

Sd/-

Administration and Finance Officer