

No. NATPAC/475/2022-GA2

Date: 01/03/2023

## **NOTIFICATION**

KSCSTE- NATPAC is a premier R&D institution under Kerala State Council for Science, Technology and Environment (KSCSTE) which works on multi – mode system of transportation covering road, rail, water, air etc. KSCSTE-NATPAC invites applications from interested, talented and eligible Indian citizens for filling up the post of **Registrar** on regular basis in the prescribed format (Copy enclosed). The appointment will be initially for a period of 5 years and may be extended further based on the performance of the incumbent.

Details of pay, qualifications, experience, format of application and other general conditions are as follows

| <b>Post</b>   | <b>Vacancy</b> | <b>Qualifications and Experience</b>  |
|---|----------------|---|
| <p><b>Registrar</b><br/><b>Scale of pay</b> Rs.68700-110400(pre revised)</p> <p><b>Age limit:</b> Should have completed 18 years and should not have completed 55 years as on the date of notification of the vacancy.</p> <p><b>Tenure of Appointment:</b> Initially for a period of 5 years and will be extendable based on the performance of the incumbent.</p> | 01             | <p>(1) Postgraduate of recognized university.</p> <p>(2) Fifteen years Administrative experience under State or Central Government or in a Central Government or State Government R&amp;D Institution or PSUs, of which, 10 years must be in a Senior Officer's capacity.</p> <p>(3) Preference will be given to candidates with MBA/ LLB /Experience in R&amp;D Institution under Central or State Government.</p> <p>(4) Post Graduate Diploma in Personal Management and Industrial Relations of a recognized University or Institution<br/><b>(Desirable)</b></p> |

### **General Conditions:**

1. Candidates should have a valid e-mail id and mobile number which should be kept active till the declaration of final result. All communications relating to this

advertisement shall be sent by e-mail id mentioned by the candidate in his application.

2. Upper age limit shall not exceed 55 Years in any case, as on the date of notification of the vacancy.

3. Candidates already employed in organizations of Central/State Government are required to submit their applications along with copy of No Objection Certificate (NOC) from the present employer. The original NOC should be produced at the time of interview.

4. The decision of KSCSTE-NATPAC in all matters relating to eligibility, acceptance or rejection of applications shall be final and no enquiry or correspondence will be entertained in this connection.

5. Director, KSCSTE-NATPAC reserves the right to cancel the recruitment process at any stage without assigning any reason thereof.

6. The names of candidates short-listed for interview will be intimated directly. Intimation to this effect will be sent by post and also through the email-id furnished by the candidate.

7. Canvassing in any form will lead to disqualification.

8. Candidates shall produce originals of all documents in support of their claim at the time of Interview.

9. The age, qualification and experience as on the date of notification will only be considered.

10. The selected candidates will be eligible for the pay and allowances attached to the post (State Scale).

### **Job Description**

Registrar is the Head of Administration and Finance Division of the institution. He/ She is responsible to guide and advise the Director on all matters relating to the Administration and Finance. His/ Her role is expected to be a facilitator of the administrative back up for all research and development activities of the Centre. He/ She should be highly motivated and totally synchronized with the organizational goals. He/ She should co-ordinate various activities of the Centre and should possess good organizing capacity. The candidates should be capable of undertaking Developmental challenges of the institution.

### **Duties and Responsibilities: -**

1. To be the convener of Management Committee meetings.
2. To prepare agenda notes and minutes of the MC and ensure follow-up action on the decisions.
3. To manage and supervise functions relating to HR/Administration/ Finance and Accounting/Purchase/Upkeep the maintenance of the Campus.
4. To exercise the powers for appointments, promotions, transfers of employees as and when decided by the higher authorities.

5. To conduct efficiency assessment of staff for promotion.
6. To accord sanction for purchase and execute civil works in accordance with the delegation of powers.
7. To sanction leave to employees.
8. To initiate disciplinary action against employees for irregularities as per rules.
9. To impart occasional trainings to the employees of the Centre.
10. To plan and execute works for the general improvement of the Campus/Infrastructure development.
11. He/ She should be conversant with latest IT practices in Accounting / HRM/Inventory Management etc.
12. Any other duties that may be assigned by Director from time to time.

### **How to Apply:**

1. Interested candidates may apply in the prescribed format which can be downloaded from the website [www.natpac.kerala.gov.in](http://www.natpac.kerala.gov.in) with detailed bio data, proof of qualifications/experience (duly attested) along with a passport size photograph addressed to "The Director, KSCSTE- National Transportation Planning and Research Centre, K.Karunakaran Transpark, Aakulam, Thiruvikkal P.O, Thiruvananthapuram - 695011". The envelop containing the application should be super-scribed as "Application for the post of Registrar, KSCSTE-NATPAC".
2. Applicants are requested to go through the full text of the advertisement carefully and the instructions in particular before applying to the post.
3. If the number of applications received in response to the Advertisement is large, KSCSTE- NATPAC shall have the right to short list the candidates to a reasonable limit based on the essential and desirable qualifications/record of academic performance/relevant experience for the post or any other benchmarks as decided by KSCSTE- NATPAC. No TA/DA will be paid for attending the Interview. The decision of the Institute shall be the final.
4. The Candidates should produce the original certificates at the time of interview. No extended time for producing original certificates will be allowed.
5. Last date for submission of applications will be on **23.03.2023**.

Sd/-  
**DIRECTOR**  
**(For KSCSTE-NATPAC)**