

## INDIAN INSTITUTE OF ADVANCED STUDY

Rashtrapati Nivas, Shimla – 171005

Advertisement No...09./2021

Indian Institute of Advanced Study, an autonomous body under the Ministry of Education fully financed by the Government of India, requires a Secretary in Matrix Level-14 (Rs.144200-218200) as per 7<sup>th</sup> CPC on deputation/Foreign Service for a period of three years on standard terms of deputation as amended from time to time. Officials working in Level-13, 13A & 14 as per 7<sup>th</sup> CPC are also eligible to apply.

The candidates selected for the post shall be provided accommodation on the campus of the Institute on payment of licence fee. Applications through proper channel, on prescribed format (available on the website of the Institute) along with testimonials should reach the Director, Indian Institute of Advanced Study, Rashtrapati Nivas, Shimla – 171005 within **45 days** of publication of this advertisement. For more information about the Institute, please visit [www.ias.ac.in](http://www.ias.ac.in)

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## INDIAN INSTITUTE OF ADVANCED STUDY

Rashtrapati Nivas, Shimla – 171 005

Advertisement No.....09/2021

Indian Institute of Advanced Study, an autonomous body under the Ministry of Education fully financed by the Government of India, requires a Secretary in Matrix Level-14 (Rs.144200-218200) as per 7<sup>th</sup> CPC on deputation/foreign service from All India Service and All India Group 'A' Service. For more details about the post and terms & conditions for the appointment and eligibility etc. please visit our website i.e. [www.ias.ac.in](http://www.ias.ac.in).

1.	Name of Post	Secretary
2.	Method of recruitment	Deputation
3.	Pay Band & Grade Pay	Matrix Level-14 (Rs.144200-218200) as per 7 <sup>th</sup> CPC.
4.	Period of Deputation	Three years
5.	Eligibility	(i) Holding analogous post on regular basis in the parent cadre/ department; or (ii) With 3 years' experience or more of regular service in a post in Level-13, 13A & 14, as per 7 <sup>th</sup> CPC (iii) Age should not exceed 56 years on the closing day for submission of applications.

Applications for the posts duly signed by the candidate and countersigned by the Head of Office or an officer authorized to sign on his behalf, in the proforma along with the following documents in respect of the eligible candidates who can be spared for taking up the assignment within one month from the date of intimation about their selection,

may please be forwarded to the Director, Indian Institute of Advanced Study, Rashtrapati Nivas, Shimla – 171 005. Candidates should send their application form well in time through proper channel. They may, however, send an advance copy direct to the Director, IIAS, Rashtrapati Nivas, Shimla – 171 005.

1. Cadre Clearance/Specific No Objection.
2. Photocopies of the Annual Confidential Reports/ Annual Performance Appraisal Reports of the candidate for the last five years duly attested by an Officer not below the rank of Under Secretary to the Govt. of India;
3. Integrity Certificate (IC) to be signed by an Officer not below the rank of Deputy Secretary to the Govt. of India;
4. Vigilance Clearance (VC) indicating that no disciplinary proceedings or criminal proceedings are either pending or contemplated against the Officer concerned; and
5. List of major/ minor penalties, if any, imposed on the candidate during the last 10 years OR No Penalty Certificate (PC), as the case may be.

Applications should reach on the following address within 45 days from the date of publication of this advertisement in the Newspapers.

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**PROFORMA**

1.	Post applied for			
2.	Applicant Name			
3.	Present Office Address			
4.	Name of service and batch			
5.	Date of birth			
6.	Date of retirement			
7.	Educational & Professional Qualifications			
	Qualifications	Completed in	Name of Institutes	Subjects
a.				
b.				
c.				
8.	Details of employment (from present to past. Give brief on work done in each employment/posting)	a..... b..... c..... d.....		
9.	Nature of present employment (regular/deputation etc.)			
10.	In case present employment is on deputation basis, please state:			
	a. Name of the parent organization			
	b. Date of initial employment			
	c. Name of Borrowing organization, date and period of deputation			
	d. Reason for applying for the deputation			
11.	Present pay-scale/pay-band & Grade Pay and Basic Pay			

12.	Additional information, if any			
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Date:

Signature of Candidate

Place:

Mobile:

E-mail:

**FORMAT OF VARIOUS CERTIFICATES REQUIRED TO BE ENCLOSED SEPARATELY  
ALONG WITH THE APPLICATION OF CANDIDATE WHO APPLIES FOR DEPUTATION**

INTEGRITY CERTIFICATE

After scrutinizing the Annual Performance Appraisal Reports of Dr./Shri/Smt./Ms. \_\_\_\_\_ who has applied for the post of Secretary in the Indian Institute of Advanced Study, Rashtrapati Nivas, Shimla for deputation, it is certified that his/her integrity is beyond doubt.

*(To be signed by an Officer of the  
rank of Deputy Secretary or above)*

Name & Office Seal:

Date:

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VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceedings or criminal proceedings is either pending or contemplated against Dr./Shri/Smt./Ms. \_\_\_\_\_ who has applied for the post of Secretary in the Indian Institute of Advanced Study, Rashtrapati Nivas, Shimla for deputation.

(Authorized signatory)

Name & Office Seal:

Date:

NO PENALTY CERTIFICATE

Certified that no minor/major penalty has been imposed on Dr./Shri/Smt./Ms. \_\_\_\_\_ Who has applied for the post of Secretary in the Indian Institute of Advanced Study, Rashtrapati Nivas, Shimla for deputation, in the past.

(Authorized signatory)

Name & Office Seal:

Date: