

Note: Prospective candidates are advised to read the notification carefully and then fill up the application precisely to the point in all respects. No column should be left **blank**. **Incomplete applications will be rejected**. Candidates can attach additional sheets, if required.

APPLICATION FOR THE POST OF REGISTRAR

Post Applied For	REGISTRAR, KSCSTE- KFRI	Affix recent duly signed passport size colour photograph		
Advertisement No.	D107/KSCSTE-KFRI/Estt./HRC/2024 Dated: 10-01-2024			
CATEGORY				
a. Direct Recruitment b. Deputation c. Internal Deputation	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td></tr> </table>			

1	Personal Information	
	Name of Applicant (in block letters)	
	Father's name	
	Mother's Name	

Date of Birth & Age
(As on 10-01-2024) (Copy of age proof to be enclosed as **Enclosure-2**e.g. SSLC/Class 10th Certificate or equivalent)

Name of document	DD	MM	YY	Age as on	Year	Month	Days
.....				10-01-2024			

Nationality		Religion	
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Category (SC/ST/OBC/UR/PwD/ExS)

Gender		Marital Status	
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Identification No (Aadhar / Passport etc.):

Complete Postal address with Pin code

For Correspondence	Permanent

Phone No:

Mobile No,:

E-mail:

2. Educational Qualification					
Name of Degree/Diploma	Subject / discipline	University/ Institution/Board	% of Marks	Grade/ Division	Year of Passing
Name of Essential Educational Qualification (Post Graduate) (Copy of Degree Certificate to be enclosed as Encl-3 , Marks-sheets to be enclosed collectively as Encl-4)					
Degree in MBA or LLB (Copy of Degree Certificate/final mark sheet to be enclosed as Encl. 5A, 5B, 5C & so on)					
Name of Desirable Qualifications 1..... 2..... (Copy of Diploma Certificate/ final mark sheet to be enclosed as Encl. 6A, 6B, 6C& so on)					
Bachelor's degree (Copy of Degree Certificate /final mark sheet to be enclosed as Encl-7)					
Other Qualifications if any: 1..... 2..... 3..... (Copies of Degree Certificates /mark-sheets to be enclosed as Encl-8)					

3	Details of experience in chronological order (Attach extra sheet, if required)								
	Organization/ Office/ Institution	Post held	Period		Duration		Scale of Pay /PB / Pay Level	Specify nature of duties	Temp/ Contract Regular/ Permanent
			From	To	Y	M			

Essential Experience
(Pl. provide details below and enclose experience certificate as **Encl. 9**)

a.									
b.									
c.									
d.									
e.									

4. Details of other experience (supporting documents to be enclosed as **Encl. 10**) (attach extra sheet if required).

Organization/ Office/ Institution	Post held	Period		Duration		Scale of Pay /PB / Pay Level	Specify nature of duties	Temp/ Contract Regular/ Permanent
		From	To	Y	M			

i. Computerised administration:									

ii. Legal Matters:									

iii. Financial Matters:									

iv. Establishment Matters:									

Other Experiences (in chronological order):

a.									
b.									
c.									

Total Administrative ExperienceYears.....Months.....Days
Administrative Experience at the level of Senior Office in the Pay Scale 42500-87000 or aboveYears.....Months.....Days

Note: Applications of candidates who fail to mention either Scale of Pay /PB or Pay Level in *Essential Experience* or fail to enclose employer’s certificate to back up the claimed pay will be liable to be rejected on the ground of being incomplete application.

5.	Workshop/Training programme, etc. attended		
	Professional institutions/bodies	Title of Programme	Duration of programme
			From To
a.			
b.			
c.			
d.			
e.			

6.	Character & Antecedents Report.	
	Subject	Comments
a.	Have you ever been subject to any disciplinary action, as a student and/or as an employee, If so give full details.	
b.	Have you ever been dismissed/suspended from service/employment? if so, please give full Details.	
c.	Were you involved in any criminal case, If yes, give full details	
d.	Is any criminal case pending against you in the court, If yes, give full details	

7.	Other relevant information	
	Prizes/Medal/Awards/distinction	
	Sports and Extra-curricular activities (including NCC/NSS)	
	Languages known	
	Level of Computer Proficiency	
	Professional affiliation, if any.	
	Any other relevant information	

8. Please Provide a Statement of Purpose in not more than 500 words describing how you are suitable for the requirements of the advertised post.

9. If selected, how soon will you be able to join duty:

10.	Name and Address of two References. (Referees should be familiar with your academic/ Professional Work and should not be relatives)	
	Name & address	Name & address
	Designation:	Designation:
	Organization	Organization
	Phone/Mobile:	Phone/Mobile:
	E-mail id	E-mail id

DECLARATION

I have carefully gone through the advertisement, and I am well aware that the information furnished in the application form duly supported by the documents in respect of Essential Qualifications/Work Experience/Desirable Qualification submitted by me are correct and true to the best of my knowledge and no material fact having bearing on my selection has been suppressed/withheld. If it is found at any stage that any information given in the application is incorrect/false, my candidature/appointment is liable to be cancelled/terminated.

Place:		Signature
Date:		

FORMAT OF NO OBJECTION CERTIFICATE TO BE FURNISHED BY THE CANDIDATE WHO IS ALREADY IN EMPLOYMENT ON REGULAR BASIS.

Certified that Dr./Mr./Mrs Son/Daughter of Shri. is a permanent employee of the department/institution/organization..... since and serving on the post..... in pay-level w.e.f.

Dr./Mr./Mrs has no punishment / criminal case to his/her credit.

The Department/Institution/organization has no objection in deputing/appointing he/she in KSCSTE-KFRI against the post of Registrar (Category..... ..) as per advertisement No.

Place:

Date:

**SIGNATURE WITH SEAL OF
THE HEAD OF
DEPARTMENT/INSTITUTION/
ORGANISATION**

No.D107/KSCSTE-KFRI/Estt/HRC/2024

Date:10-01-2024

NOTIFICATION

KSCSTE-KFRI is a multidisciplinary team of experts conducting research on tropical forests and forestry under Kerala State Council for Science, Technology and Environment (KSCSTE). KSCSTE-KFRI invites applications from interested, talented and eligible Indian citizens for filling up the post of **Registrar** on regular basis /Deputation/Internal Deputation 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.

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

Post	Vacancy	Qualifications and Experience
<p>Registrar Scale of pay Rs.68700-110400 (pre revised)</p> <p>Age limit : Should not have completed 55 years as on the date of notification of the vacancy.</p> <p>Tenure of Appointment : Initially for a period of 5 years and will be extendable based on the performance.</p>	01	<ol style="list-style-type: none"> 1. Post Graduate of recognized University. 2. Fifteen years of administrative experience in State or Central Government institutions /organizations/Public Sector Undertakings (PSU), of which 10 years must be in the capacity of a senior officer in the scale of pay of 42500-87000 (as per 10th State Pay Revision Order) or above, OR a Scale of Pay/Pay Level equivalent or above in the State or Central Government institutions/organizations/PSUs. 3. Preference will be given to those having MBA or LLB or experience in R&D institution under Central or State Government. 4. Post Graduate Diploma in Personal Management and Industrial Relations of a recognized University or Institution (Desirable) 5. Candidates who meet the eligibility criteria and are presently employed in state/Central Government

		<p>service, or in an R&D institution/organization or in a PSU, under either the State or Central Government, will be considered for appointment on deputation basis as well.</p> <p>6. Eligible 'Internal candidates' from the KSCSTE systems (HQ and R&D Centres), if any, will be considered as candidates on 'Internal deputation'.</p>
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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 to the e-mail Id mentioned by the candidate in the 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-KFRI in all matters relating to eligibility, acceptance or rejection of applications shall be final and no enquiry or correspondence will be entertained in this regard.
5. Director, KSCSTE-KFRI 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 Administrative and Technical Divisions of the Institute. He /She is responsible to guide and advise the Director on all matters relating to the Administrative and Technical. His /Her role is expected to be a facilitator of the administrative backup for all development activities of the Institute. He /She should be highly motivated and totally synchronized with the organizational goals. He /She should co-ordinate various activities of the Institute and should possess good organizing capacity. The candidates should be capable of undertaking Developmental challenges of the Institute.

Duties and Responsibilities: -

(Responsible for all the administrative, financial and technical working of the Institute)

- Custodian of all records
- Conduct correspondences on behalf of the Institute
- Exercise general control and supervision of all employees
- Shall deal with recruitment's, appointments, dismissals and cancellation of service of all employees.
- Shall sign all statements and documents (legal and other) on behalf of the Institute
- Registrar shall make and keep in his custody a register of

- i. Scientist of the Institute
- ii. Permanent employees of the Institute
- iii. Research fellows and Research Assistants of the Institute
- iv. PhD scholars of the Institute
- v. Contract labourers/employees of the Institute
- vi. Buildings and infrastructure
- vii. Vehicle
- viii. Equipments

- Ensure that all decisions arrived at are in lieu with KSCSTE/KFRI/Govt. of Kerala rules and regulations.
- Ensure that management committee meetings are conducted at regular intervals, proper documentation and circulation of decisions among KSCSTE-KFRI staff
- Act as a point of scrutiny for financial and administrative sanctity of all decisions
- Implementation of financial and administrative decisions taken by Director, KSCSTE-KFRI
- Responsible and ensuring the proper file keeping and its smooth processing
- Monitor proper file keeping and its smooth functioning
- Maintain a proper file tracking system
- Responsible for the smooth interaction between the Administration, Finance, Technical and Research Monitoring and Evaluation Unit

- Responsible for the code of conduct of KSCSTE-KFRI staff
- Responsible for handling day to day communication with KSCSTE and line Departments
- Monitor the activities at Sub-centre and Field Research Stations.
- 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.kfri.res.in with detailed bio data, proof of qualifications/ experience (duly attested) along with a passport size Photograph addressed to “ The Registrar ,KSCSTE- KFRI, Peechi Thrissur-680653 . The envelope containing the application should be super-scribed as “Application for the post of Registrar KSCSTE-KFRI”.
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-KFRI 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-KFRI. 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 23.02.2024



DIRECTOR

KSCSTE-KFRI