

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