

Advertisement for the post of Registrar

A.N Sinha Institute of Social Studies, Patna, is an interdisciplinary Research Institute enacted and financed by the Govt. of Bihar and recognised and supported by the Indian Council of Social Science Research, has been doing pioneering research with a focus on development and change. Institute invites application for the post of Registrar.

Essential Qualification:

1. At least 2nd Class MA in Social Science subject.
2. Minimum 7 years administrative experience in a government or educational or research institution.
3. No person shall be eligible to hold the post of Registrar who is not eligible to be appointed as a Professor in any university established by an Act of the Legislature of the State of Bihar.
4. Age of retirement is **62 years**.

Interested persons may apply to the Chairman of the Selection Committee latest by 5.1.2022 at 5.00 P.M IST either in hard copy with signature and self attested documents or scanned soft copy through e-mail id: ansiss1964@gmail.com. Details about the advertisement and the Institute may also be seen at the website of the Institute: www.ansiss.res.in

Process of Appointment

- a. As per ANSISS Act 1964 (7B) of the Act reads:
There shall be a Registrar who shall be whole time officer of the Institute for assisting the Director in achieving the academic purpose of the Institute and shall be appointed by the Board on the recommendation of the selection committee constituted under sub section (i) of section 7 of the Act, on such terms and conditions as may be agreed upon between him and the Board, **provided that no person shall be eligible to hold the post of Registrar who is not eligible to be appointed as Professor in any university established by an Act of the Legislature of the State of Bihar.**
- b. **Selection Committee for the Post of Registrar:**
Annexure 4(c) of the Service Rule defines Selection Committee for the Post of Registrar as follows:

a) Chairman, BOC	Chairman
b) Director	Member
c) One representative of the Education Department	Member
d) One representative of the BOC	Member
e) Two experts unconnected with the Institute to be chosen from a panel by the Board of Control.	
- c. **Pay Scale and other allowances**
The eligibility of the Registrar of the Institute is that of a Professor, the pay scale of Registrar is fixed at the level of Professor i.e. as per 7th CPC at academic level 14 with rationalized entry pay plus other allowances as per rules and regulations for the employees of the Institute from time to time.
- d. **Age of Retirement:** 62 years.

Director

Format of Application for the post of Registrar of A N Sinha Institute of Social Studies, Patna



(Applicant is requested to type the information in the following format, and can add more lines in the format wherever required.)

1. General Information of Applicant:

Name (In Capital Letters)	
Date of Birth (Day/Month/Year)	
Correspondence Address	
Phone No.	Mobile No. : Landline No.:
Email	
Permanent Address	

2. Present Position:

a.	Designation	
b.	Organization	
c.	Pay Scale	
d.	Date of appointment to the present post	
e.	Total Experience (In Years & Months)	

3. Details of experience:

S.No.	Post held	Pay Scale	Organisation	Nature of duties	Experience (In Years and Months)

4. Educational Qualification (In chronological order from latest to Graduation level):

S.No.	Qualification	University	Year	Subject(s) / Topic(s)	% Achieved	Distinctions etc.

5. Administrative Experience/Post(s) & responsibilities held:

S. No.	Post	Organization/ University	Duration		Experience (In Years and Months)
			From (Date)	To (Date)	
1.	Head of the Department				
2.	Chairman, Board of Studies				
3	Member, Board of Studies				
4.	Dean of Faculty				
5.	Member of Academic Council				
6.	Member of Executive Council				
7.	Member of Professional/ Academic Bodies				
8.	Others (Specify)				

6. (a) Academic/Teaching Experience & responsibilities (In chronological order from latest to oldest):

S. No.	Post	Organization/ University	Duration		Experience (In Years and Months)
			From (Date)	To (Date)	

(b) Participation and contribution in relevant areas in higher education:

	Organisation	Area of specialisation
Visiting Professor		
Resource Person		
Others (Specify)		

(c) Important MoUs formulated for academic collaborations:

S. No.	MoUs formulated	Name of Agencies/Departments involved	Year of MoU

(d) Position of Chairs:

S. No.	Name of Chair	Name of Agencies/Departments involved	Period of holding the Chair

7. International academic Exposure, if any:

S. No.	Post/ Assignment	Organization/ University	Area of Assignment	Duration		
				From	To	In Years & Months

8. Scholarly achievements:

A. Contribution to Journals and Books:

	Details
Books authored	
Editor in Chief	
Editorships	
Peer reviewer for	
Member of the International Advisory Board	
Others (Specify)	

B. Publication:

B.I Kindly provide list of scholarly publications in recognised professional and/or academic journals:

Total Publications:

S.No.	Date	Title	Name of journal	Refereed journal or not	Number of Citations (where possible)

C. Participation and scholarly presentations in conferences:

C.I National:

S. No.	Date	Title of Conference or Institution	Title/Subject of presentation (if made)

C.II International:

S. No.	Date	Title of Conference or Institution	Title/Subject of presentation (if made)

D. Participation and contribution in National/International Fora in the area of your academic and professional expertise:

		Number(s)
Plenary Lectures/Invited Talks	International	
	National	
Congresses attended	International	
	National	
Examinership etc.	International	
	National	
Others (Specify)	International	
	National	

9. Research Projects:

S No.	Client/Organisation's Name	Nature of project	Duration of project	Amount of grant (Rupees)

10. Honours /Awards & Fellowships for Outstanding Work:

Sr. No.	Name of Award/Fellowship etc.	Elected/Honorary Fellow	Awarded by	Year of Award

11. No. of Research Scholars successfully guided :

Name of Programme	Awarded (No.) (Under-progress not to be included)

12. Your Vision for the Institute (upto 500 Words):

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13. Details of three Referees, if any:

S. No.	Name of the Referee	Post Held by Referee	Email	Phone No.	Mobile
1.					
2.					
3.					

14. Endorsement by the Employer (For in service candidates holding a substantive post only):

To be signed and Forwarded by the Present Employer

Forwarded to:

A N SINHA INSTITUTE OF SOCIAL STUDIES

NORTH GANDHI MAIDAN

PATNA – 800 001

The applicant Prof./Dr./Mr./Mrs./Ms. _____, who has submitted this application for the post of _____ in the ANSISS, has been working in the _____ as _____ on a substantive post with effect from _____ in the Pay Scale/ Pay Band of Rs. _____ She/ He is drawing a Basic Pay/ Pay of Rs._____. His/ Her next increment is due on _____.

Further, it is certified that no disciplinary/ vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by ANSISS.

(Signature of the forwarding authority)

Name: _____

Designation: _____

Place: _____

Office Seal

Date: _____

I, hereby, declare that all the statements/ particulars made/furnished in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/candidature is liable to be summarily rejected at any stage and if I am already appointed, my services are liable to be terminated without any notice from the post etc. and other applicable rules.

Place:

Date:

(Signature of the Applicant)