# A N SINHA INSTITUTE OF SOCIAL STUDIES PATNA 800 001

**Advt. No. - ANS/DIR/24/2024 dated 10.06.2024**

**Vacancy for the Post of Administrator**

A.N Sinha Institute of Social Studies, Patna, and 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.

**Post: Administrator-1 (Unreserved)**

**Pay Scale:** 7th CPC Level 11 Rs 67,700/- (Pre-Revised Scale 15600-39100 Grade pay Rs 6600) plus other allowances as per rules and regulations for the employees of the Institute from time to time.

**Age:** Retirement age is 62 Years.

**Eligibility:** No person shall be eligible to hold the post of Administrator unless he has at least ten years’ experience in the supervisory capacity of general, financial or personnel administration.

**Minimum Qualification:** (i) Graduate

(ii) Having at least 10 years’ experience in supervisory capacity of general, financial or personnel administration in Government/Semi government/Public sector/University/Institutions.

**Desirable:** (i) Graduate preferably in Commerce/CA from any recognized

university/Institute.

(ii) Computer savvy

**Selection Procedure:**

1. Selection will be made on the basis of interview of the short-listed candidates. However, mere satisfying the eligibility norms does not entitle a candidate to be called for the interview.
2. Depending upon the number of applications received, the Institute reserves the right to call only a limited number of candidates after preliminary screening with reference to their qualifications, suitability, experience, etc. subject to the satisfaction of respective Screening Committee.
3. A written test for the post of Administrator may be taken before screening if number of candidates is considered more than adequate by the competent authority.

**GENERAL TERMS AND CONDITIONS**

1. The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the eligibility criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely considered for selection process.
2. The decision of Institute in all matters regarding eligibility, conduct of interview and selection will be final and binding on the candidates and no correspondence will be entertained.
3. Corrigendum/Addendum, if any, will be issued on Institute website only and no other communication will be made either in press or by any other mode.
4. Management reserves the right to call for any additional documentary evidence in support of education, experience etc. of the applicants.
5. All candidates have to submit application ONLINE through ‘**Career section’** of A N Sinha Institute of Social Studies website www. www.ansiss.res.in
6. All correspondence with candidates shall be done through e-mail only. All information regarding Interview Call Letter etc. shall be provided through e-mail uploaded at the time of application/uploading on A N Sinha Institute of Social Studies website. Responsibility of receiving, downloading and printing of Interview Call Letter or any other information shall be of the candidate only. A N Sinha Institute of Social Studies will not be responsible for any loss of e-mail sent, due to invalid/wrong e-mail ID provided by the candidate or delivery of e-mails to Spam/Bulk mail folder for delay/non-receipt of information if a candidate fails to access his/her mail/website in time or DND activated mobile no. etc.
7. Furnishing of false information or concealment / suppression of factual information will render the candidate unfit for employment and Institute will not be responsible for any consequence of furnishing of such wrong / false information.
8. For any dispute, the Jurisdiction shall be Patna.
9. Applications received after the last date will not be entertained and the Institute takes no responsibility for any delay in receipt or loss in postal transit.
10. The Institute reserves the rights to fill up or not to fill up any of the post.
11. Undesirable canvassing in any form may result in to disqualification of the candidate.

**Important Dates**

|  |  |  |
| --- | --- | --- |
| **Sr no** | **Details** | **Dates** |
| 1 | Start Date for Online Registration | 17.06.2024 |
| 2 | Closing Date for Online Registration | 07.07.2024 |
| 3 | Date of Interview | Will be announced later |

**Director**

A N Sinha Institute of Social Studies

\* \* \* \* \* \* \* \* \*