

File No. SERB/Secy.Rectt./02/2021
Science and Engineering Research Board
(A Statutory Body of the Department of Science and Technology)

ADVERTISEMENT NOTICE NO. 02/2021

Applications are invited from Indian Nationals for filling up of 01 (one) post of Secretary in the Science and Engineering Research Board (SERB) in Level-17 in the Pay Matrix (Rs.2,25,000/-) on deputation (including short term contract) failing which by direct recruitment basis.

2. SERB is a Statutory Body under the Department of Science and Technology, Government of India. It is a premier funding agency aiming to promote basic research in Science and Engineering and to provide financial assistance to persons engaged in such research, academic institutions, research and development laboratories, industrial concerns and other agencies for such research and for matters connected therewith or incidental thereto.

3. The ideal candidate for the post of Secretary (SERB) will be a dynamic leader with substantial experience and achievements in the area of science & technology and clear vision for a new institution dedicated to the field of research funding in the country.

4. The Secretary is appointed by the Competent Authority based on the recommendations made by a high-level Search-cum-Selection Committee. The Search-cum-Selection Committee will consider applications received in response to this advertisement as well as nominations received from eminent academic persons like Fellows of prestigious National Science and Engineering Academics, Directors of National R&D Laboratories and Vice-Chancellors of Universities. The other details are as follows:

- (i) Name of the Post: Secretary
- (ii) Scale of Pay: Level 17 in Pay Matrix (Rs.2,25,000/-) as per 7th CPC.
- (iii) Mode of recruitment: By deputation (including short term contract) failing which by direct recruitment.
- (iv) Age: Not exceeding 56 years. The crucial date for determining the age limit shall be 1st July 2021.

5.A.1 Educational and other qualifications required for direct recruits:

Essential:

Doctorate degree in Science or Engineering with proven track record of outstanding research as measured by research outcome indicators.

Experience :

- (i) Eighteen years' experience in research and development as faculty or scientist of recognised national or international universities or research institutions or research and development laboratories of the Government, including administrative experience of six years of managing research and development programmes or projects in Science and Technology.
- (ii) Original research work published in national and international research journals.

Desirable:

Evidence of high professional eminence by way of fellowships of national or international science and engineering academies and national or international awards in the field of science and engineering.

5.A.2 Deputation (including short term contract):

Officer of the Central Government or State Governments or Union territory Administrations or Public Sector Undertakings or faculty member or scientist of universities or recognised research institutions or semi-Government or statutory or autonomous organisations-

- (a)(i) holding analogous post on a regular basis in the parent organisation;
or
- (ii) with one year service in a post in level 16 in the pay matrix (Rs.205400-224400/-); or
- (iii) with two years service in a post in level 15 in the pay matrix (Rs.182200-224100/-); and
- (b) possessing the qualifications prescribed for direct recruits under column 5.A.1 above.

Note 1: The period of deputation, including the period of deputation in another *ex-cadre* post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed five years or superannuation whichever is earlier.

Note 2: The maximum age-limit for appointment by deputation shall not exceed fifty-six years. The crucial date for determining age limit shall be the 1st July, 2021.

6. The prescribed essential qualifications are minimum and mere possession of the same does not entitle candidates to be called for interview.

7. **How to Apply:** Applications should be neatly typed on thick plain paper (A-4 size 210X297 mm) in the prescribed Format I and II. Incomplete applications or applications received in any other format will **not** be entertained.

- (a) candidates working in Central Government/State Governments/ other government organizations, should apply through proper channel. Such applications will be considered only, if received through proper channel along-with NoC of the competent authority of parent department/organization with in the prescribed last date of receipt of applications. **Advance copy of application shall not be considered in any case.**
- (b) applications received after the closing date will be summarily rejected.
- (c) duly attested copies of up-to-date ACR/APAR dossiers for the last five years should be sent along with the applications.
- (d) Self-attested copies of certificates in support of educational qualifications, date of birth, experience, etc. should be attached with the applications.

8. The completed applications should be sent to "**Ms. Madhu Wadhawan Sinha, Director, Science & Engineering Research Board (SERB), 4th Floor, AI Block, Technology Bhawan Complex, New Mehrauli Road, New Delhi-110016**" within 60 days of the publication of the advertisement in the Employment News (English Edition) (75 days for the candidates of Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Lahaul and Spiti District and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep) **by speed post** in a cover superscribing "Application for the post of Secretary, SERB".

Madhawan
(Madhu Wadhawan Sinha)
Director (SERB)

Pease Note that –

- (i) The principal regulations were published in the Gazette of India, Extraordinary, Part III, Section 4 vide notification number 001/2014/F. No. SR/S9/Z-08/2011 dated the 24th April, 2014.
- (ii) The regulations called the Science and Engineering Research Board (Secretary, Terms and Conditions of Service and Recruitment) (Amendment) Regulations, 2018 were published in the Gazette of India, Extraordinary, Part III, Section 4 vide notification No. SERB/RR-Secy/01/2016 dated 9th March, 2018.

**FORMAT I
(APPLICATION)**

Latest passport size photograph to be pasted.

- 1. Name in Full (in Block letters):
- 2. Present Position:
- 3. Postal Address :-
.....
- 4. E-mail address
:.....
- 5. Phone Number (Mobile & Landline):.....
- 6. Date of Birth (as per Matriculation Certificate):-.....
- 7. Permanent Address:.....
.....
- 8. Educational Qualifications (in chronological order):-
.....
.....
.....
- 9. Present Post.....Pay Band and Grade Pay/Post in Level.....
in the Pay Matrix Rs.....
- 10. Experience :-
.....
- 11 .List of Publications/Patents :-
.....
- 12. Details of awards /recognitions /fellowships of prestigious academies, citations received till the date of the application:-
.....
.....
.....

13. Details of projects implemented (Completed /in progress):-

.....
.....

14. Any Other Information:-

.....
.....
.....

15. Declaration:-

I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statements. In case, I have given wrong information, or suppressed any material fact or factual information, then my candidature/services are liable to be terminated without giving any notice or reasons thereof. I am not aware of any circumstances which might impair my fitness for employment under the Government.

Dated: _____

Signature of the Candidate

Countersigned by the employer with office seal.

FORMAT-II
(for short Curriculum Vitae)

(To be typed on A-4 size paper in Times New Roman font of 12 size in single spacing)

1. Name and Address

2. Date of birth (as per Matriculation certificate)

Age in years and months as on 01.07.2021

3. Educational Qualifications (mention degree, Name of institution and the year awarded).

4. Present Post, Pay Band and Grade Pay/ Post in level ____ in the Pay Matrix Rs._____.

5. Experience (indicate the name of the post, institution and dates during which each post was held; also indicate separately (a) the total number of years of R&D experience after Master's including the Ph.D. period and (b) total number of years of other experience).

6. Total number of publications/Patents.

7. Details of Awards/Recognitions/Fellowships of prestigious National and International Academies, Memberships of Professional Societies/Citations received till the date of the Application, h-Index etc.

8. Additional relevant information, if any:

Dated:

Signature of the candidate