

**International Institute for Population Sciences**

(Deemed to be University)

An Autonomous Organization of Ministry of Health & Family Welfare, Government of India

Govandi Station Road, Deonar, Mumbai - 400088.

ADVERTISEMENT NOTIFICATION NO. ADMIN.01/2026**Advertisement for the post of "Chief Administrative Officer"**

Sr. No.	Name of the Post	Classification	Category	No. of Post	Pay as per 7 th CPC
1.	Chief Administrative Officer	Group A	Deputation	1	Level 13

ELIGIBILITY CRITERIA

Post	Chief Administrative Officer
Scale of Pay	Level 13 in the pay matrix of the 7th CPC
Age Limit for Deputation	Not more than 55 years as on the last date of receipt of application. Relaxable in deserving cases.
Educational & Other Qualifications Required	Essential: (i) A Master's degree with at least 55% marks. (ii) At least 15 years of administrative experience in university/academic institution/Government or Semi-Government Institution/Public Sector Industry or other relevant institution. Desirable: Knowledge of Computer and functioning of e-office in GOI as well as Knowledge on procurement, purchase of assets, inventory management as per GOI rules.
Mode of Recruitment	On Deputation: At least 10 years of experience with 3 years experience in the post in Level 12 of the pay matrix under 7th CPC.

GENERAL INSTRUCTIONS:

- 1.** The Candidate should submit their application through proper channel. They may, however, send an advance copy of the application which should clearly mention 'ADVANCE COPY' on the envelope as well as in the forwarding/application letter.
- 2.** Candidates should submit two hard copies of the application in the prescribed format, which can be downloaded at www.iipsindia.ac.in. Hard copy of application should be forwarded through proper channel along with (a) No Objection Certificate (b) ACRs of preceding five years, (c) Integrity Certificate, (d) No Penalty Certificate, (e) Vigilance Clearance certificate from the competent authority as per the prescribed format attached, and (f) all educational certificates i.e., mark sheets and board certificate and (g) work experience certificate etc.
- 3.** Applications without vigilance clearance and APAR/ACR Dossiers will not be considered.
- 4.** Selected candidate will be appointed on deputation basis initially for a period of three years which may be extended from time to time by the competent authority as per rules. The applicant should have a minimum of four years' service left as on the last date of receipt of applications.
- 5.** The appointment on deputation basis will be governed by the provisions contained in the DoP&T O.M. No.6/8/2009-Estt(pay - II) dated 17-06-2010 as amended from time to time and as per Govt. extant rules.
- 6.** The additional charge of Registrar may be assigned without additional remuneration subject to the condition of approval of Competent Authority.
- 7.** Please write: "Application for the post of Chief Administrative Officer on Deputation" on the envelope and send by post to 'The Director & Sr.Professor, International Institute for Population Sciences, Govandi Station Road, Deonar, Mumbai 400 088'.
- 8.** The last date for receiving the application is 5th October 2026. The Institute will not be responsible for any postal delay.
- 9.** The Institute reserves the right to fill or not to fill the post.
- 10.** Mere eligibility will not vest any right on any candidate for being called for Interview process.
- 11.** The decision of the Institute in this recruitment will be final. No correspondence will be entertained from the candidates in connection to the process of Selection. Canvassing in any manner would entail disqualification of the candidature.
- 12.** The Institute reserves the right to call only the requisite number of candidates for Interview. The selection committee decision will be final.
- 13.** All outstation candidates called for selection process will be paid shortest AC-II Class Railway Fare or Economy class Air fare from the place of duty / residence to Mumbai on production of proof of travel. No accommodation will be provided by the Institute in case personal interview is conducted.
- 14.** Any dispute with regard to the selection / recruitment process will be in the court/Tribunals having jurisdiction in Mumbai only.
- 15.** Handwritten application will be rejected.