

## SENIOR ADMINISTRATIVE OFFICER

**No. of Posts** : One (Unreserved)

**Scale of Pay** : Level 12 as per 7<sup>th</sup> CPC  
[PB 3 (15600-39100) GP 7600 as per 6<sup>th</sup> CPC]

**Age limit** : 45 years (Relaxation as per Govt. rules)  
50 years for persons from Central Government, State Government & Autonomous Bodies.

**Qualification & Experience:** Master's degree with 55% marks with eight years' experience in Personnel / Purchase & Stores / Finance & Accounts in Government / University / Autonomous Body in Level-11 as per 7<sup>th</sup> CPC, [PB 3 (15600-39100) GP 6600 as per 6<sup>th</sup> CPC]

**Desirable:** Preference will be given to candidates who have higher qualifications & working knowledge, experience, etc.

### **Duties:**

1. Secretarial Work: The SAO shall act as non-member Secretary of the Finance Committee. He will be the member secretary of the Standing Committee for Administration.
2. Legal aspects: The SAO shall act on behalf of IUCAA in legal matters as instructed by the Director.
3. Work under the general control of the Director.
4. Correspondence: The SAO shall be in charge of correspondence relating to IUCAA subject to the instructions of the Director and Deans.
5. Office Management: The SAO will be in charge of the staff in Categories (II) and (III), i.e. the Scientific staff and the Administrative and Supporting Staff.
6. Maintenance of the premises: The SAO will look after the maintenance and upkeep of the premises and the property of IUCAA.
7. Employee Relations: The SAO will be responsible for managing employee relations, including resolving conflicts, providing guidance on employee policies, and managing disciplinary actions.
8. Performance Management: The SAO will be responsible for performance management process, which includes setting goals, providing feedback, and conducting performance evaluations, procedure for promotion, MACP cases, seniority etc.
9. Compliance: The SAO will ensure that the organization is complying with all relevant laws and regulations related to personnel and labour laws.

Note:

In the online application:

- i. The applicant will have to submit a write-up (~1500 words) describing the most important achievements of her/his professional career, and
- ii. The applicant will also have to arrange for confidential reports from **two** of her/his Supervisors about the professional capabilities of the applicant.