

## Ministry of Human Resource Development

### Department of Higher Education

**Applications are invited for the post of Secretary, Auroville Foundation in the pay scale of Rs.1,44,200-2,18,200/- (level 14) (equivalent corresponding Pay Scale of PB-4 - Rs. 37,400-67,000 + Grade Pay of Rs. 10,000 as per 6th CPC).**

The post shall have a tenure of three years extendable by another 3 years or upto the attainment of age of 65 years, whichever is earlier. The age limit for a person outsourced from open market and/or appointed on contract basis shall be 62 years. For deputation/ Foreign Service age limit shall be 56 years. Date for computing age shall be the closing date for receipt of application as notified.

**Job description:** The Secretary is the Principal Executive Officer of the Auroville Foundation and functions under the Chairman of Governing Board of Auroville Foundation.

**Eligibility Conditions:** 1. Officers of the services under the Union, the States and the Union Territories holding posts corresponding to that of Joint Secretary in the Central Government in the parent cadre/department on regular basis for a minimum period of 3 years.

2. Officers serving on the establishment of Auroville Foundation in posts corresponding to that of Director/Deputy Secretary in the Central Government on regular basis for a minimum period of 8 years.

3. Persons serving in the Universities recognized by the Central Government, the

institutions declared by the Central Government as "Deemed Universities" and the institutions recognized by the Central Government as institutions of higher education, research and training in analogous posts on regular basis for a minimum period of 3 years.

4. Persons having superannuated on having attained the prescribed age of retirement or have retired honourably on voluntary basis from (1) services under the Union, the States and the Union Territories and (2) Universities, Deemed Universities and recognized institutions of higher education, research and training; **and**

5. Persons serving in institutions of higher learning, research and/or training other than those mentioned in para 4 above.

6. Possessing 10 years of working experience in administration including financial administration or 10 years of teaching and or research and administrative experience as Reader or in equivalent post in an approved university or an approved institution of higher learning, and/or training.

**For further details and application proforma, please log on to:**

**Website:** <https://mhrd.gov.in/advertisements>

**Closing date for receipt of applications is 10th December, 2019.**

The applications in the **prescribed proforma** should reach to **Shri Siljo V.K., Director (ICC), Department of Higher Education, Ministry of Human Resource Development, Room. No.212, C Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi 110001** not later than **10th December, 2019**, by email (scanned copy of signed application) to [vk.siljo@nic.in](mailto:vk.siljo@nic.in) (or) Post (in a sealed envelope mentioning **"Application for the Post of Secretary, Auroville Foundation"**).

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