

Aryabhata Research Institute of Observational Sciences (ARIES)

(An Autonomous Scientific Research Organization under the Department of Science and Technology,
Govt. of India)

Manora Peak, Nainital-263 002, Uttarakhand, India

Phone: 05942-235136

Applications are invited through direct recruitment from eligible candidates for the post of Registrar in the prescribed format.

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| <p>Registrar (One post) (UR) Pay Band : 3 – Rs. 15600-39100 Grade Pay: Rs. 7600</p> | <p>Qualifications:</p> <p>(a) Essential : (i) A Post-Graduate Degree from a recognized University/ Institution with at least 50% marks or equivalent grade; (ii) 10 years experience of supervision of office management/ administration/ finance and accounts/ establishment etc. in a senior position in a research institution/University/ Government or Autonomous organizations out of which at least 3 years of experience in the scale of pay of Rs. 15,600-39,100 (PB-3) with Grade Pay : Rs. 6600 [As per VIth Pay Commission] or equivalent scale;</p> <p>(b) Age: below 50 years as on 01-01-2014</p> <p>(c) Desirable : Conversant in use of computers for office automation and handling in English and Hindi</p> |
| <p>General Conditions: (i) The application should be sent to The Director, Aryabhata Research Institute of Observational Sciences (ARIES), Manora Peak, Nainital- 263 002 (Uttarakhand) on the format provided on Website: http://aries.res.in/ of the institute with relevant details and affixing one self attested recent colored passport size photograph. Self attested Photostat copies of the documents of all the supporting facts must be attached. (ii) Also a Demand Draft of Rs. 200/- must be attached with the application form issued from any Bank in favour of Director, ARIES, Nainital and payable at Nainital. (iii) The applicants already working in Govt./Semi-Govt./PSU/Autonomous Institutions should apply either through proper channel or bring with them NOC from the office/department at the time of test/interview. (iv) The envelope containing application must be superscribed in bold letters “Application for the post of Registrar ARIES”. (v) The Institute will not be responsible for any postal delay. No correspondence will be entertained by this office in this regard. (vi) Applications will be accepted up to 5:00 p.m. of 30-07-2014 through postal mail. (vii) The candidates will be called for test/interview after screening. (viii) Mere fulfilling of prescribed qualification and experience will not vest any right of the candidate to be called for test/interview. The Director reserves the right to reject any or all the applications without assigning any reason.</p> | |
| <p>Note: The candidates who have already applied against the said post (published in Amar Ujala & Times of India dated 05-04-2014 and Employment News dated 19th – 25th April 2014) need not apply again and their applications will also be considered with the new ones.</p> | |

(Acting Registrar)

**Aryabhata Research Institute of Observational Sciences (ARIES),
Manora Peak, Nainital- 263 002 (Uttarakhand)**

Format of Application

1. Name of the post applied for:
2. Name of the applicant:
3. Postal Address for Communication
with Phone, Fax and email address:
4. Permanent Address for Communication
with Phone and Fax:
5. Father's/Husband's Name:
6. Date of Birth (as per SSLC/HSLC/SSC):
7. Gender: Male/Female
8. Nationality:
9. Category:
(Should enclose valid certificate issued by Competent Authority in the form prescribed
by Govt. of India)
10. Present post held, pay scale and basic pay:
11. Educational/Professional/Computer Qualification:
(Attach attested copies of certificate/ mark sheets etc.)

| Sl No. | Examination Passed | School/Board/ University | Year of Passing | Division with percentage of marks | Subject Studied | Speciali zation | Encl. No. |
|-------------------|-------------------------------|-------------------------------------|----------------------------|--|----------------------------|----------------------------|----------------------|
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12. Details of Employment in reverse chronological order (attach extra sheets, if required):

| Sl. No. | Name of Department/ Organisation | Name of post held and scale of pay | Total Emoluments being received | Duration From To | Whether Regular/ Temporary/ Contract | Nature of duties performed | Encl. No. |
|---------|----------------------------------|------------------------------------|---------------------------------|------------------|--------------------------------------|----------------------------|-----------|
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13. If appointed, how much time required for joining the post:

14. Have you ever been convicted by a Court of Law or is there any criminal case pending against you? If yes specify.

15. Any other relevant additional information:

Ihereby certify that all the statements made by me in the application and supported enclosures are complete and correct to the best of my knowledge and belief. I understand that my candidature and appointment is liable to be cancelled if any of them is found false.

(Signature of Applicant)

Date:

Place:

Candidates already employed should get the application forwarded through proper channel or produce NOC from the employer at the time of interview.

Forwarding /Certificate from the Concerned Employer

Certified that particulars furnished by the candidate are correct and verified from the service records.

All required documents/certificates are enclosed with the application.

(Signature of forwarding authority with seal)

Date:

Place: