

GENERAL TERMS & CONDITIONS

1. Number of posts is tentative. ICSSR reserves the right to increase or decrease the number of post/s and may or may not fill any post(s).
2. The prescribed qualifications are the minimum and mere possession and fulfilment of the essential and desirable qualifications for a post does not entitle the candidate to be called for interview/ test.
3. One recent passport size photograph should be pasted on the top right-hand corner of the application. Application without photograph will be treated as incomplete application.
4. All applicants applying for the post of Deputy Director (Publication) should submit a brief academic CV, not more than five pages detailing list of ten best publications in the form of books/research papers/reports with bibliographical details and details of scholarship received, if any.
5. Envelope containing application should be super-scribed with "APPLICATION FOR THE POST _____"
6. The candidates short-listed for interview/ test will be informed by post, e-mail as well as notified in the ICSSR's website. The ICSSR will not be responsible for any postal delay.
7. Original certificates should be produced only at the time of interview/test. However, attested photocopies of testimonials may also be attached/uploaded with the application in support of their educational qualifications and experience etc.
8. Candidates may send an advance copy of application. However, advance application shall be entertained only when application through proper channel (Forwarding Authority) is received. It shall be necessary to furnish "No Objection Certificate" from the parent department/present employer at the time of interview/test in case of application was not forwarded through proper channel. Serving Govt. candidates have to mandatorily send their applications Through Proper Channel.
9. In case of serving Govt., candidate forwarding authority is to ensure that the application/s must be accompanied by certified copies of APARs for last five years, Integrity Certificate and Vigilance Certificate.
10. Applications received after expiry of the prescribed period and/or found to be incomplete in any manner or not submitted in prescribed format will not be entertained.

11. The decision of the ICSSR in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
12. Age relaxation and reservations would be as per the Govt. of India's instructions/guidelines.
13. ICSSR reserves the right to interpret all rules including wherever it is not specifically mentioned and may cancel the candidature without assigning any reason (s).
14. Completed applications can be submitted online not later than 30 days of publication of this advertisement in the Employment News.
15. In case of written test is being conducted, all the candidates fulfilling the requisite qualification, age, etc., may be called for the test. However, in the case of recruitment by interview only, it may not be possible to call all the eligible candidates, if the number of such candidates is too large considering the number of posts to be filled. In such cases, further screening may be done to limit the number of candidates to those with higher qualification, etc.

ADMINISTRATIVE OFFICER (ICSSR)