

## **GENERAL TERMS & CONDITIONS**

1. ICSSR reserves the right to increase or decrease the number of posts and may or may not fill post.
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.
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. The candidates short-listed for interview 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.
5. Original certificates should be produced only at the time of interview. However, attested photocopies of testimonials may also be uploaded with the online application in support of their educational qualifications and experience etc.
6. Applications, complete in all respects of eligible candidates whose services can be spared immediately on selection may be forwarded through proper channel in the prescribed proforma along with all necessary documents i.e cadre clearance, vigilance clearance, integrity certificate must be accompanied by certified copies of APARs for last five years.
7. 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.
8. 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.
9. Period of deputation is initially for three years. The terms and conditions of deputation will be regulated in accordance with OMs/Orders No. 6/8/2009-Estt (Pay II) dated 17.06.2010 issued by the Department of Personnel & Training vide OM as amended from time to time and also as per the ICSSR Recruitment Rules.
10. In case of deputation, persons holding equivalent posts or having rendered five years regular service in the next lower grade shall be considered.
11. The maximum age limit for appointment on deputation basis (including short-term contract) shall not exceed 56 years as on the closing date of receipt of application.
12. 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).
13. No TA/DA shall be payable in case of candidate is called for the interview before the selection committee.

ADMINISTRATIVE OFFICER (ICSSR)