

GENERAL TERMS & CONDITIONS

UDC on Deputation

1. Number of posts is tentative. ICSSR reserves the right to increase or decrease the number of posts 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. Serving Govt. candidates have to mandatorily send their applications Through Proper Channel. 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 interaction/test in case of application was not forwarded through proper channel the application is not considered for further process.
4. The candidates short-listed for interaction/ 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.
5. Applications found to be incomplete in any manner or not submitted in prescribed format will not be entertained.
6. 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.
7. The terms and conditions of deputation will be regulated in accordance with OMs/Orders issued by the Department of Personnel & Training and as amended from time to time and also as per the ICSSR recruitment rules.
8. Period of deputation is initially for a period of three year extendable as per the rules.
9. In case of deputation persons holding equivalent posts or having rendered five years regular service in the next lower grade shall be considered.
10. ICSSR reserves the right to interpret all rules including wherever it is not specifically mentioned and may cancel the candidature without assigning any reason

ADMINISTRATIVE OFFICER

Instructions to Fill the Online Application Form

1. The number of vacancies may increase/decrease.
2. Candidates are required to apply Online through ICSSR's website at www.icssr.org. No other means/mode of application will be accepted.
3. Candidates are required to have a valid personal email ID and mobile number. Candidates are advised not to share / mention e-mail Id/ log in credentials to any other person under any circumstances. Both e-mail id and mobile should be kept active during the currency of this recruitment. All the eligible candidates will be informed by e-mail or through SMS regarding date of interview etc.
4. Complete details should be filled carefully in online application form. Scan and upload recent photograph and signature at the appropriate place as per instructions contained in the online application form and submit the same online. Login Id and password would be generated on successful submission of application and will be displayed on the screen. Candidates are advised to note down their login id and password for future.
5. The candidates should take a printout of the online application, affix a recent passport size photograph and preserve it with them for their record and should not send the same to ICSSR address or any other address. The application printout with photograph affixed will have to be submitted during document verification at the time of interview.
6. Completed applications can be submitted online not later than 45 days of publication of this advertisement in the Employment News.