

Jansankhya Sthirata Kosh

(Autonomous Society under the Ministry of Health and Family Welfare, Government of India)
Annie Besant Gate, 285, Bhikaji Cama Place, New Delhi-110066.

Post of Executive Director

Applications are invited for filling the post of Executive Director, Jansankhya Sthirata Kosh, Bhikaji Cama Place, New Delhi (details at website www.isk.gov.in & www.mohfw.nic.in) an autonomous society under the Ministry of Health and Family Welfare, Government of India in the Pay Band- 4 (Rs. 37400-67000/-) Grade Pay Rs. 10000/- (annual increment @ 3%). The method of recruitment for the post shall be either on deputation (including short- term contract) and transfer or on contract basis and the recruitment shall be on selection basis.

2. Duties & Responsibilities

The Executive Director shall be the Chief Executive Officer of the Kosh. The incumbent shall be responsible for proper administration of the affairs of the Kosh as well as the conduct of the other officers and staff, under the overall supervision, direction and control of the Governing Board. He/she shall also function as the Secretary of the General Body and of the Governing Board.

3. Method of Selection, Eligibility, Educational and other Qualifications

A) Deputation (including short- term contract) and transfer

The Officers under the Central Government or the State Governments or Union Territories or Public Sector Undertakings (PSUs) or Universities/equivalent Institutes or recognised research institutes/institutions or semi- government or statutory and autonomous organisations and –

- i. holding analogous post on regular basis in the parent cadre or department; or
- ii. with three years' service in the Grade rendered after appointment thereto on a regular basis in the post(s) in the Pay Band – 4(Rs. 37400-67000/-) with Grade Pay of Rs. 8700/- or equivalent,

are eligible to apply for appointment on deputation (including short term contract) and transfer.

The candidate shall have the following educational qualifications and experience.

Essential:

- i. Master's degree or equivalent from a recognised university/institute or equivalent, in Preventive and Social Medicine or Social Science or Demography or Anthropology. Preference will be given to candidates with Doctoral Degree in Social Science or Population Science or Operational Research.
- ii. Fifteen years' experience (including teaching or research work) working in Family Welfare or Social Sector out of which five years' experience should be in the area of administration.

Desirable:

The candidate should have the Bachelor's Degree in Management from a Recognised University or equivalent.

Note 1: The maximum age limit for the candidate for appointment on deputation shall not exceed 56 (fifty six) years as on the closing date for receipt of applications.

Note 2: The tenure of appointment on deputation shall be for the period of 3 (three) years.

B) On Contract Basis

Essential:

Persons having the following educational qualifications and experience may apply for appointment on contract basis:

- iii. Master's degree or equivalent from a recognised university/institute or equivalent, in Preventive and Social Medicine or Social Science or

Demography or Anthropology. Preference will be given to candidates with Doctoral Degree in Social Science or Population Science or Operational Research.

- iv. Fifteen years' experience (including teaching or research work) in Family Welfare or Social Sector out of which five years' experience should be in the area of administration.

Desirable:

The candidate should have the Bachelor's Degree in Management from a recognised university or equivalent.

Note 1: The maximum age limit for appointment on contract basis shall not exceed 56 (fifty six) as on the closing date for receipt of applications.

Note 2: Appointment on contract basis shall be for a period of three years and may be subject to satisfactory performance and age limit of 60 (sixty) years.

Note 3: The general service conditions would be commensurate to such conditions as applicable to the post of Chief Executive of a PSU/ Autonomous Organization.

4. General Conditions:

- i. Candidates working under the Central Government or the State Governments or Union Territories or Public Sector Undertakings (PSUs) or universities/equivalent institutes or recognised research institutes/institutions or Semi- Government or Statutory and autonomous organisations shall apply in prescribed performa through proper channel, within 60 days from the date of issue of publication of the advertisement. No action will be taken on advance copies of the applications or application not received through proper channel.
- ii. While forwarding the applications, the employers should enclose the copies of APARs for the last 5 (five) years duly attested by a Group 'A' Officer, cadre clearance, Integrity Certificate, Vigilance Clearance and major/minor penalty statement in respect of eligible officers.
- iii. Applications received without complete documents will not be considered.

- iv. Candidates will produce proof of the details furnished in their applications as and when required.
- v. Only Indian Nationals need to apply.
- vi. The prescribed essential qualifications as above are bare minimum and the mere possession of the same does not entitle a candidate to be called for selection.
- vii. Application complete in all respects and in the prescribed proforma which can be downloaded from www.jsk.gov.in & www.mohfw.nic.in and submitted to the Executive Director, Jansankhya Sthirata Kosh, 285, August Kranti Bhawan, Annie Besant Gate, Bhikaji Cama place, New Delhi- 110066 latest by 30-04-2014.
- viii. The candidate(s) are also required to send their bio-data in the prescribed format through e-mail to the e-mail address of the Society i.e. jsk.npsf@nic.in so as to avoid postal delay in submission of applications.
- ix. Incomplete applications as well as those received after the closing date will not be considered. The applications shall be sent in an envelope super-scribed **“Application for the post of Executive Director, Jansankhya Sthirata Kosh”**.

Executive Director

Application for the post of Executive Director, Jansankhya Sthirata Kosh,

New Delhi

BIO-DATA

**Affix a passport size
photograph and sign
across**

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|-----------|--|--|
| 1. | Name in Full (in block letters) | |
| 2. | Date of Birth | |
| 3. | Present Post held, stating if it is permanent or temporary | |
| 4. | Job description of present post held: | |
| 5. | a) Scale of Pay: b) Basic Pay: c) Grade Pay: d) Total emoluments: | |

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|----|--|-----------|------|----|-----------------------|------------------|--|
| 6. | Address for correspondence (in block letters), telephone/mobile no. and E-mail address: | | | | | | |
| 7. | Educational / Professional qualifications (including clearly the examination passed, University / Board, Year of Passing (Class/Division, Subjects taken) | | | | | | |
| 8. | Details of present / previous employment(s) held in chronological order starting from the present position first (including the name of the employer with full address, post held, pay scale drawn, period of service, nature of duties etc in the following format: | | | | | | |
| | Office/Instt/Org | Post held | From | To | Scale of Pay (in Rs.) | Nature of Duties | |
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| 9. | Article/papers/books published, if any. | |
| 10. | If selected, the minimum time required to join the post | |
| 11. | Any other information the candidate wishes to add including references etc. | |

Signature of the Candidate

Date:

Place:

It is certified that:

- 1. The date of birth, qualification, experience and other details given by *Shri/Smt/Kum _____ for the post of Executive Director, JSK have been verified and found to be correct.**
- 2. Integrity of *Shri/Smt./Kum _____ is certified.**
- 3. No vigilance or disciplinary proceeding is either pending or contemplated against the officer.**
- 4. No major/minor penalty has been imposed on him/her during the last 10 years.**
- 5. JSK will be informed at the earliest, if any vigilance or disciplinary proceeding is initiated or contemplated against the officer after his/her application is forwarded.**
- 6. Attested copies of ACRs/APARs of the officer for the last five years are enclosed.**
- 7. In case of selection *Shri/Smt./ Kum _____ would be allowed to retain lien in his/her regular post of _____ during the period of his/her appointment as Executive Director, JSK on deputation.**

***strike out whichever is not applicable.**

Date:

Address:

Signature of the authorised officer

(Name & Designation)

Seal of the officer

Full address of the authorised Officer

(With Telephone / Fax No.)