



Homi Bhabha National Institute  
2<sup>nd</sup> Floor, Training School Complex  
Anushaktinagar  
Mumbai 400 094

Advt. No.03/2024

## HBNI INVITES APPLICATIONS FOR THE POST OF REGISTRAR, HOMI BHABHA NATIONAL INSTITUTE

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The Homi Bhabha National Institute (HBNI) is looking for an efficient administrator or a scientist/engineer having a flair for administration, for appointment as Registrar in HBNI. HBNI is a Grant-in-Aid Institution of the Department of Atomic Energy and is deemed to be university under Section 3 of the UGC Act. HBNI is an internationally renowned research university specializing in nuclear science and engineering including mathematics. For the purpose of conducting academic programmes, the following are the Constituent Institutions of HBNI.

1. Bhabha Atomic Research Centre (BARC), Mumbai
2. Indira Gandhi Centre for Atomic Research (IGCAR), Kalpakkam
3. Raja Ramanna Centre for Advanced Technology (RRCAT), Indore
4. Variable Energy Cyclotron Centre (VECC), Kolkata
5. Saha Institute of Nuclear Physics (SINP), Kolkata
6. Institute for Plasma Research (IPR), Gandhinagar
7. Institute of Physics (IOP), Bhubaneswar
8. Harish-Chandra Research Institute (HRI), Allahabad
9. Tata Memorial Centre (TMC), Mumbai
10. Institute of Mathematical Science (IMSc), Chennai
11. National Institute of Science Education and Research, Bhubaneswar – Off - Campus Centre(OCC)
12. Homi Bhabha Cancer Hospital & Mahamana Pandit Madan Mohan Malaviya Cancer Centre (HBCH & MPMMCC), Varanasi - Off Campus Centre (OCC)

### **Scale of Pay of the Post**

The Scale of pay of the post of Registrar, HBNI is 7<sup>th</sup> CPC Pay Matrix Level-14 plus allowances as per rules of the Government of India.

### **Tenure of the Post**

Tenure of appointment shall be for a period of not more than five years and with a review after three years. Re-appointment can be made to one more term. Review provision is applicable for the second term as well. The tenure is however subject to the prescribed age of superannuation.

### **Nature of Duties**

1. To be the custodian of the records, the funds of the Institute and such other property of the Institute as the Council of Management may commit to his charge.
2. To conduct the official correspondence on behalf of the authorities of the Institute.

3. To issue notices convening meetings of the authorities of the Institute and all Committees and Sub-Committees appointed by any of these authorities.
4. To maintain the minutes of the meetings of the authorities of the Institute and all the Committees and sub-committees appointed by any of these authorities.
5. To make all administrative arrangements for and supervise the examinations conducted by the Institute or to prescribe administrative procedures for the conduct of examinations by the Constituent Institutions.
6. To represent the Institute in suits or proceeding by or against the Institute, sign powers of attorney and perform pleadings or depute his representatives for this purpose.
7. To enter into agreements, sign documents and authenticate records on behalf of the Institute.
8. To safeguard and maintain the buildings, gardens, offices, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institute.
9. To perform such other duties as may be specified in the Rules or as may be specified by the Council of Management or the Vice Chancellor from time to time.

**Eligibility criteria:**

- **Age:** Candidate shall not be more than 60 years of age on the last date for receipt of application. The age of superannuation will be 62 years.
- **Educational Qualification:** Master's degree with at least 55% marks or equivalent grade "B" in the UGC 7 point scale.
- **Desirable Qualification:** Familiarity with the working of DAE and legal framework for the governance of education in India.
- **Experience:**
  - a) At least 15 years of experience as Faculty in Grade Pay of Rs.7,000/- and above or with 8 years of service in the Grade Pay of Rs.8,000/- and above including as Faculty with grade pay of Rs.8,700/- and above with experience in education administration; or
  - b) 8 years of experience as Scientific Officer in a research establishment and/or other institutions of higher learning with grade pay of Rs.8,000/- and above along with experience in education administration; or
  - c) 15 years of administrative experience in Pay Band 3 and above of which at least 8 years shall be as Dy. Registrar or an equivalent post in the grade pay of Rs.7,600/- and above.

**Selection procedure:**

The appointment will be made by the Council of Management of HBNI on the recommendations of a Search-cum-Selection Committee. The Search-cum-Selection Committee constituted for the purpose of selection of the Registrar will consider applications received in response to this advertisement as well as nominations received from eminent persons. Search-cum-Selection Committee reserves the right to shortlist applicants for interview, if required.

**Application Procedure:**

Interested individuals may apply giving their detailed Resume in the prescribed Proforma along with a one-page (250 words maximum) Vision statement for achieving excellence in the administration of the Institute. The application typed on plain paper along with enclosures may be sent by Registered Post to Administrative Officer-III, Office of the Vice Chancellor, Homi Bhabha National Institute, Training School Complex, Anushaktinagar, Mumbai – 400 094. Persons employed in Government Departments or Autonomous Institutions under them must send their applications through proper channel. The prescribed Proforma is annexed herewith. The last date and time for receipt of application by hand delivery / speed post / courier is 13.01.2025 @ 17.00hrs. The advance copy of the application can also be sent by email to [vcoff@hbni.ac.in](mailto:vcoff@hbni.ac.in). However, the date and time of receipt of application by hand delivery / speed post / courier will only be treated as valid and applications received beyond the prescribed date and time shall be treated as invalid applications.

Envelope containing application form should have inscribed on the top of it **“APPLICATION FOR THE POST OF REGISTRAR, HBNI”**.

The Office of Vice Chancellor will not be responsible for loss of any application in transit.

The Office of Vice Chancellor reserves it's right to call only those candidates who are found eligible after screening, for an interview or for the selection process or reject all the applications without assigning any reasons therefore.

Passport  
size  
photograph

**APPLICATION FOR THE POST OF REGISTRAR,  
HOMI BHABHA NATIONAL INSTITUTE (HBNI)**

1.	Name of the Applicant					
2.	Gender					
3.	Date of birth					
4.	Address					
5.	Contact Details	a) Land Line with STD Code b) Mobile No. c) Fax No. d) Email				
6.	Nature of Work Experience (Please tick as appropriate. One may tick more than one, if applicable)	Academic / Scientific / Administrative				
7.	Educational Qualifications (Graduation and above) *:					
Sl. No	Qualification	Type of Qualification (Degree/ Diploma/ Others)	Year	% of Marks or equivalent grade in UGC-7 point scale	Main Subject(s)	Institution/ University and Place / Country
8.	Experience (please add separate sheet if required)					
Sl. No	Designation	Organisation with address	Period From To (mm-yyyy Format) (write also total duration in bracket)	Pay Details		Work Experience
				Equivalent CPC No. (4 <sup>th</sup> /5 <sup>th</sup> / 6 <sup>th</sup> /7 <sup>th</sup> )	Pay Scale	Grade Pay (if 6 <sup>th</sup> CPC) or Matrix level (if 7 <sup>th</sup> CPC)


9.	Additional qualifications*				
1.	Familiarity with working in DAE (if any)	Name of DAE Unit	Post Held	Period From To	Work Experience
2.	Legal framework for governance of education in India (if any)	Name of Organization	Post held	Period From To	Work Experience
10.	Indicate experience as a team leader in administration				
11.	Any other information				

(Signature of the applicant with Name)

Date :

Place:

\*1) Documentary proofs should be attached

2) Information provided should enable HBNI to ascertain eligibility of the candidate for the post of Registrar as per requirement of advertisement.