

KERALA SCHOOL OF MATHEMATICS,(KSoM)

KUNNAMANGALAM,KOZHIKODE-673 571

(An autonomous institution under Science and Technology Department, Government of Kerala)

Recruitment of Registrar

No : KSOM/62/2025-AO

Date:31.05.2025

Kerala School of Mathematics is an advanced research institute in Mathematics established by the Government of Kerala. We invite dynamic, talented and eligible Indian citizens for filling up the post of Registrar as per the qualifications and details published in our website www.ksom.res.in. Scale of pay: Rs.95600-1,53,200(11th Kerala State pay revision). Upper age limit: 55 years as on date of notification of vacancy. Interested candidates may apply online in the prescribed application format which can be found on the website www.ksom.res.in/jobs/. The online application should be completed and the signed application (subsequently generated) should reach the Director, Kerala School of Mathematics, Kunnamangalam P.O. Kozhikode-673 571, on or before 30.06.2025.

Details about the position, pay, academic qualifications, experience, format of application and other general conditions are given below:

Post code	Vacancy	Qualification
<p>RE01/2025 - (Registrar) Scale of pay Rs. 95600-1,53,200 (11th Kerala State pay revision)</p> <p>Upper age limited : 55 years as on the date of notification of the vacancy.</p> <p>Tenure of Appointment : Initially for a period of 5 years and will be extendable based on the performance.</p> <p>Mode of Appointment By Direct Selection/ Deputation/ Internal Deputation from officers of 15 years of Administrative Experience in State or Central Government institutions/ Organisations/ Public Sector Undertaking (PSU) of which 10 years must be in the capacity of a senior officer in the scale of pay 59300-120900 (as per 11th State Pay Revision) or above.</p>	01	<p>Qualification and Experience :</p> <p>(a) Essential Qualifications</p> <p>(1) Post Graduate of a recognized University.</p> <p>(b) Desirable qualification</p> <p>Preference will be given to those having MBA or LLB or experience in a R&D institution under Central or State Government.</p>

General Conditions:

1. Candidates should have a valid e-mail id and mobile number which should be kept active till the declaration of final result. All communications relating to this advertisement shall be sent by e-mail id mentioned by the candidate in his/her application.
2. Upper age limit will be in no case exceed 55 years as on the date of notification of the vacancy.
3. Candidates already employed in organisations of Central/State Government are required to submit their application with No Objection Certificate (NOC) from the present employer. The original NOC should be produced at the time of interview.
4. The decision of KSoM in all matters relating to eligibility, acceptance or rejection of applications shall be final and no enquiry or correspondence will be entertained in this connection from any individual.
5. Director, KSoM reserves the right to cancel the recruitment process without assigning any reason thereof.
6. The names of candidates short listed for interview will be intimated. Intimation to this effect will be sent by post and also through the e-mail id furnished by the candidate.
7. Canvassing in any form and /or bringing any influence, political or otherwise will be treated as disqualification for the post applied for.
8. The crucial date for determination of essential qualification, experience and age limit will be based on the date of notification of the vacancy.
9. Candidates have to produce the proof of details furnished in their applications, in original, as and when required.
10. No TA/DA will be paid for attending the interview.
11. KSoM reserves the right not to fill up the post without assigning any reasons.

Job Description

Registrar is the Head of Administration and Finance Division. He/ She is responsible to aid and advise the Director on all matters relating to the Administration and Finance. He/She is also responsible for the Campus Administration. His/her role is expected to be a facilitator of administrative backup for all research and development activities of the Centre. He/She should be highly motivated and totally in sync with the organizational goals. He/She shall co-ordinate various activities of the Centre and should possess good organizing abilities. He/She may have to encounter with frequent occasions to deal with organizational development and organizational behavior challenges.

Duties and Responsibilities:-

1. To prepare agenda notes and minutes of the Executive Council and ensure follow-up action on the decisions of the Executive Council.
2. To manage and supervise the function relating to HR/Administration/Finance and Accounting/Purchase/Upkeep, and the maintenance of the Campus.
3. To exercise the powers for appointments, Promotions, and Transfers of employees as decided by the higher authorities.
4. To conduct promotion process of the staff.
5. To accord sanction for purchase and civil works in accordance with the delegation of powers.
6. To sanction leave to all the employees except for himself.

7. To initiate disciplinary action with the approval of the competent authorities.
8. To train and develop the employees of the Centre.
9. To plan and execute works for the general improvement of the Campus/Infrastr
10. He/She should be conversant with the latest IT practices in Accounting/HRM/Inventory Management etc.
11. Any other duties that may be assigned by the higher authorities from time to time.

How to Apply:

1. Candidates may apply online in the prescribed application format which can be found on the website www.ksom.res.in/jobs/ and duly signed application should be addressed to the Director, KSoM, Kunnamangalam P.O., Kozhikode-673571, on or before 30.06.2025. The cover containing the application should be super scribed with “Application for the post of Registrar, KSoM”
2. No TA/DA will be paid for attending the interview.
3. Applicants are requested to carefully go through the full text of the advertisement and the instructions in particular.
4. To apply, the applicant must fill out the application and attach the relevant copies of Mark Sheet (Consolidated), Degree Certificate, Experience Certificate, NOC, proof of Date of Birth, and proof of equivalent Grade pay etc. If the certificates are in a language other than English, attested translation should be enclosed.
5. Candidates employed in Central/State PSUs shall submit necessary certificate to prove equivalent Grade Pay for the post applied for.
6. If the number of applications received in response to the advertisement is large. KSoM will short list the candidates to a reasonable limit based on the essential and desirable qualifications/record of academic performance/relevant experience for the post or any other benchmarks as decided by KSoM. A committee will screen the applications for short listing the candidates to be called for interview.
7. The decision of KSoM in all matters relating to eligibility, Acceptance or rejection of applications shall be final.
8. The Candidates should produce the original certificates at the time of the interview. Non-production of the original certificates/ production of original certificates at variance with the submission details will result in disallowing the candidate from appearing for the interview.
9. Candidates currently working in any other organization should submit proof of their current employment.
10. Applications should be submitted before the deadline prescribed i.e 30.06.2025 5 P.M.

Sd/-

**DIRECTOR
KSoM**