

Auroville Foundation
Auroville Foundation Bhavan, Auroville – 605 101.
(A statutory Autonomous Body under
Department of Higher Education, Ministry of Education,
Government of India)

Advt. No. AVF/Rect./Deputation/09-01/2024

Dated:05.09.2024

**Recruitment Notification for Deputy Secretary (3 posts) & Under
Secretary (1 post)**

Auroville Foundation was established by an Act of the Parliament in the year 1988 with a view to making long term arrangements for the better management and further development of Auroville in accordance with the original charter. The Foundation is situated at Auroville – 605 101, Vanur taluk, Villupuram District, Tamil Nadu. It is functioning as an autonomous body under the Department of Higher Education, Ministry of Education, Government of India.

Auroville Foundation invites applications for the positions of Deputy Secretary (Security), Deputy Secretary (Accounts and Audit), Deputy (Administration) and Under Secretary from the eligible candidates as per the recruitment rules for the posts.

The eligibility conditions for appointment to the posts are given in the Annexure to this notification.

Sd/-

OSD

1.	Name of Post	Deputy Secretary (Security)
2.	Number of Post (s)	One
3.	Classification	Equivalent to Group 'A' post to the Government of India
4.	Level in Pay Matrix	Level 12 in the Pay matrix (Rs. 78800 – 209200)
5.	Method of appointment	By deputation
6.	Eligibility for consideration	<p>Officers of the Central Government Police Organization or Central Government Paramilitary Organization or State Government Police Organization or Union territory Administration Police Organization or Security agencies of the Central Government or State Governments or Union territory Administrations, –</p> <p>(a) (i) holding analogous posts on a regular basis in the parent cadre or Department; or</p> <p>(ii) with five years' service in the grade rendered after appointment to the post on a regular basis in level- 11 in the pay matrix (Rs. 67700 – 208700) or equivalent in the parent cadre or department and having at least five years' experience in security related works; and</p> <p>(b) possessing educational qualifications and experience, –</p> <p>(i) Bachelor's Degree in any discipline from a recognized University;</p> <p>(ii) Five years' experience in security related works.</p>

		<p>Note 1:</p> <p>The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall be initially for a period of 3 years which is extendable by 1 year.</p> <p>Note 2:</p> <p>The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p>
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1	Name of Post	Deputy Secretary (Accounts and Audit)
2	Number of Post	One
3	Classification	Equivalent to Group 'A' post to the Government of India
4	Level in Pay Matrix	Level 12 in the Pay matrix (Rs. 78800 – 209200).
5	Mode of appointment	By deputation
6	Eligibility for consideration	<p>Officers of the Central Government or State Governments or Union territory Administrations, –</p> <p>(a) (i) holding analogous posts on a regular basis in the parent cadre or Department; or</p> <p>(ii) with five years' service in the grade rendered after appointment to the post on a regular basis in level- 11 in the pay matrix (Rs. 67700 – 208700) or equivalent in the parent cadre or department and having at least five years' experience in Accounts and Audit related works;</p>

		<p>(b) possessing educational qualifications and experience, –</p> <p>(i) Bachelor’s Degree in any discipline from a recognized University;</p> <p>(ii) Five years’ experience in accounts and audit related works.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall be initially for a period of 3 years which is extendable by 1 year.</p> <p>Note 2: The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p>
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1	Name of Post	Deputy Secretary (Administration)
2	Number of Post (s)	One
3	Classification	Equivalent to Group ‘A’ post to the Government of India
4	Level in Pay Matrix	Level 12 in the Pay matrix (Rs. 78800 – 209200).
5	Mode of appointment	By deputation
6	Eligibility for consideration	<p>Officers of the Central Government or State Governments or Union territory Administrations,</p> <p>–</p> <p>(a) (i) holding analogous posts on a regular basis in the parent cadre or Department; or</p> <p>(ii) with five years’ service in the grade rendered after appointment to the post on a regular basis in level- 11 in the pay matrix (Rs. 67700 – 208700) or equivalent in the parent cadre or department</p>

		<p>and having at least five years' experience in Administration and Establishment related works;</p> <p>(b) possessing educational qualifications and experience, –</p> <p>(i) Bachelor's Degree in any discipline from a recognized University;</p> <p>(ii) Five years' experience in Administration and Establishment related works.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall be initially for a period of 3 years which is extendable by 1 year.</p> <p>Note 2: The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.</p>
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1	Name of the Post	Under Secretary
2	Number of Post	One
3	Classification	Central Civil Service, Group 'A' (Non- Ministerial)
4	Scale of Pay	Pay Level-10 of VII Pay Commission Pay Matrix equivalent to VI Pay Commission Pay Band 3 - ₹ 15900 – 39,100 plus Grade Pay ₹ 5400
5	Educational and other qualifications required for direct recruits will apply in the case of promotes	Not applicable.
6	Method of recruitment	By promotion failing which by deputation or on contract basis
7	In case of recruitment by promotion	By promotion from the feeder post of Finance

	<p>or deputation or absorption, grades from which promotion or deputation or absorption is to be made.</p>	<p>and Administrative Officer in the Auroville Foundation, in the scale of pay of Pay Band 2 – Rs.9300-34800 with Grade Pay Rs.4800, failing which by</p> <p>(i) deputation of officers of the services under the Union, the States and Union Territories continuously holding analogous posts on a regular basis for a minimum period of three years; or</p> <p>(ii) on contract basis from analogous posts in the services under the Union, the States and the Union Territories;</p> <p>Qualifications:</p> <p>Having minimum working experience for five years in administration including financial administration in the Central Government.</p> <p>Age Limit:</p> <p>There shall be no age limit, but the person so recruited shall not serve beyond the age of retirement.</p>
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GENERAL INSTRUCTIONS

- 1) Applications are invited from eligible Indian Nationals only. Applicants are required to submit the application as per the format attached.
- 2) The applicants are requested to go through all the instructions carefully and ensure that they fulfill all eligibility conditions. Their admission to all stages of the recruitment will be purely provisional and the final selection is subject to fulfilling the eligibility conditions and valid certificates.
- 3) Candidates should carefully fill up and submit all the required details along with the application form including date of birth, educational qualification and experience etc., as no correspondence regarding the change of details will be entertained later. If any of their claims is found to be incorrect at any stage, it will lead to rejection of their candidature.

- 4) The crucial date for determining the age limit, experience and all related matter shall be the closing date of application.
- 5) The prescribed essential qualifications/ experience indicated are minimum and mere possession of the same will not entitle the candidate to be called for Interview. Only post qualification experience will be taken into the consideration.
- 6) Auroville Foundation strives to have a workforce which reflects gender balance and hence, the eligible female applicants are also encouraged to apply.
- 7) Incomplete applications or application without relevant enclosures will be rejected and the candidates are required to submit the necessary documents in support of their candidature along with the submission application. The candidates may note that in this regard no Interim correspondence will be entertained and replied to.
- 8) The candidates called for the recruitment process will have to appear for the same at their own cost. No TA/ DA will be paid for attending the interview.
- 9) The Foundation will shortlist the candidates based on shortlisting criteria adopted by the screening committee. The Foundation reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement and other academic achievements.
- 10) The scrutiny of applications will be done prima-facie on the basis of document and information furnished by the candidate in the application. Any discrepancy found between the information given in the application and verified by the supporting document at any stage of recruitment/appointment shall render the candidate ineligible. Hence, the candidate is responsible for the correctness of the information provided in the application. The decision of the committee involved in the shortlisting process shall be final. No interim correspondence/ enquiry will be entertained from the candidate in connection with shortlisting process.
- 11) In case of any inadvertent mistake in the process of Screening/ Selection, which may be detected at any stage even after the issue of Offer of Appointment, the Foundation reserves the right to withdraw/ cancel/ modify any communication made to the applicants.
- 12) The list of shortlisted candidates will be displayed in the Foundation website. No separate Individual intimation will be sent. Besides, all information regarding Interview schedule etc. will also be provided through the Foundation website only. The Foundation will not be responsible in any manner if a candidate fails to visit/ access the website in time. The candidates are requested to regularly visit the Foundation's website i.e., www.Aurovillefoundation.org.in for updated information regarding the recruitment.
- 13) The shortlisted candidates are required to appear for the Interview before the duly constituted Selection Committee. The appointment shall be approved by the Governing Board (GB) on the recommendations of the Selection Committee.
- 14) Persons serving in Govt. /Semi-Govt. /Autonomous Institutions /PSUs are required to furnish the No objection certificate with vigilance clearance certificate from their current employer as per the format enclosed along with the application [Refer Annexure A].

- 15) Candidates who have submitted experience certificates from PSU/Autonomous bodies/any other organization having different pay scales than that of 7th CPC scale of Govt. of India/UGC/CFTIs, should mandatorily submit equivalence certificate for consideration of their experience failing which the experience would not be considered.
- 16) If any document/ certificate furnished in a language other than Hindi/ English, a transcript of the same duly attested by a gazette officer is to be uploaded along with that certificate.
- 17) Action against applicants found guilty of misconduct: Applicants are warned not to furnish any particulars that are false or suppress any material information while filling in the application form. Applicants are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/ fabricated document. Without prejudice to criminal action, wherever necessary, their candidature will be summarily cancelled/ debarred at any stage of the recruitment.
- 18) Canvassing in any form or influencing etc. will be treated as a disqualification for the post.
- 19) No person, (i) who had entered into or contracted a marriage with a person having a spouse living; or (ii) who is having a spouse alive, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.
- 20) Applicants should not have been convicted by any court of law.
- 21) The appointment of the selected candidate is subject to medical fitness by a medical board as per the Foundation norms.
- 22) Any dispute with regard to the selection/ recruitment process will be subject to Courts/ Tribunals having jurisdiction over District of Villupuram.
- 23) Candidates are not required to pay any application fee.
- 24) The Foundation reserves the right not to fill up the posts, cancel the advertisement without assigning any reason and the decision in this regard by the Foundation shall be final.
- 25) The Foundation reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise at any stage.
- 26) The Foundation will not be responsible for any delay due to applicant not being able to submit his/her application within the last date or any other reasons. The applicants are advised to avoid last minute rush and submit the application well in advance.

Important:

- a) Application should be submitted in the format enclosed.
- b) The hard copy of the application, together with all enclosures (self-attested certificates/documents) should be sent to:
**The Secretary, Auroville Foundation, Vanur Taluk, Villupuram District,
Auroville – 605 101, Tamil Nadu.**
- c) The application should reach on or before 04.10.2024 up to 5.30 P.M, through Post by super scribing the name of the post on the envelope.
- d) Applications submitted after 5.30 PM on 04.10.2024 will not be considered.

**Sd/-
OSD**

Endorsement by the Present Employer

Endorsement by the Present Employer Forwarded to The Secretary, Auroville Foundation, Auroville Foundation Bhavan, Administrative Area, Auroville – 605 101.

The applicant Dr./Mr./Mrs./Ms. , who has submitted application for the post of in the Auroville Foundation, Auroville has been working in this organization namely as(name of the post), in a temporary/ contract/ permanent capacity with effect from in the Scale of Pay / Pay Band of Rs..... . He / She is drawing a basic pay of Rs. On his/her selection he/she will be relieved to join the Auroville Foundation.

Further, it is certified that no court case/disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/ her application being considered by the Auroville Foundation, Auroville Foundation Bhavan, Administrative Area, Auroville, Tamil Nadu.

Date:

Place:

Signature of the forwarding Authority

APPLICATION FOR THE POST OF _____

- 1) Name :
- 2) Gender : Male / Female / Others
- 3) Date of Birth :

Recent
Passport size
Photograph

- 4) Community to which belong: SC ST OBC UR
(Make a \checkmark in the appropriate box)

5) Address for Communication :

6) Permanent Address :

7) Mobile No:

8) Email -Id:

9) Educational Qualifications (from X Std. and above):

Sl. No.	Course Completed	Name of the Institution	Class/ Percentage of Marks Obtained	Year of Passing
1.	X Std./Matriculation			
2.	Higher Secondary			
3.	Degree			
4.				
5.				
6.				

(Signature of applicant with date)

10) Details of any other professional qualification / training

11) Details of proficiency in computer such as word, spreadsheet, presentation etc.:

12) Employment Details:

Sl. No.	Name of the Office/ Organisation	Designation	Scale of pay/ Pay Band	Period (from – to)	Responsibilities handled in brief
1.					
2.					
3.					
4.					
5.					

13) Details of Family Members:

Sl. No	Name of the Member	Relation
1.		
2.		
3.		

14) Any other Information which the applicant may like to furnish:

(Signature of applicant with date)

- 15) References: Name addresses, contact numbers and Email IDs of two persons with whom/under whom the applicant worked and who can vouch for the capabilities/ integrity of the applicant (should not be related to the candidate)

1	2
Name:	Name:
Address:	Address:
PIN code:	PIN code:
Phone:	Phone:
Email:	Email:

List of Enclosures:

Sl. No.	List of Enclosure	Yes/No
1.		
2.		
3.		
4.		

Declaration

I hereby declare that information furnished above is true to the best of my knowledge and belief. If at any time I am found to have concealed any material information or given any incorrect data, my candidature may be cancelled and appointment, if made, may be terminated without notice and compensation.

Date:

Place:

(Signature of applicant with date)