



MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES
(An Autonomous Body under the Ministry of Culture, Govt. of India)
Block-IB Plot- 166, Sector III, Salt Lake, Kolkata 700106
Website: www.makaias.gov.in

NOTICE INVITING APPLICATIONS FOR THE POSITION OF DIRECTOR

Applications are invited for the post of **Director** of the Institute by direct recruitment or on deputation basis.

Scale of Pay: Level 13 A – PB Rs.1,31,100/- -- Rs.2,16,600/-plus Grade Pay Rs.8900/- (7th CPC), plus usual allowances (subject to revision under 8th CPC).

Age: Below 55 years; **Probation:** One Year; **Tenure:** Five Years.

Educational and other Qualifications required: Doctorate Degree in History/Social Sciences. Published Research work of high merit related to any major Asian country in the fields of History/Social Sciences. At least ten years of teaching and research experience, including administrative experience in a responsible position for at least five years.

Desirable Qualifications: Knowledge of Persian/Turkic/Thai/Russian/Bhasa Indonesian language.

Applications must reach to the **Director, Maulana Abul Kalam Azad Institute of Asian Studies, Kolkata, within three weeks from the date of publication of this advertisement in the Employment News**, along with all copies of certificates and documents. Applicants working in Govt./Semi Govt./Public Sector Undertaking/Private Sector should apply through proper channel.

Candidates are to consult the website of the Institute in order to apprise themselves of the aims and research thrust of the Institute.

GENERAL CONDITIONS

1. Applications must reach only by Speed Post to the **Director, Maulana Abul Kalam Azad Institute of Asian Studies (MAKAIAS) within three (03) weeks from the date of publication** along with all copies of certificates and documents. Applicants working in Govt./semi-Govt./Autonomous Bodies/PSUs/Private should apply through proper channel. The Envelope should be super scribed “Application for the post of ‘Director’”. The detailed application may be downloaded from the website of the Institute www.makaias.gov.in.
2. Applications should be neatly typed/hand written on A/4 size plain as per as per the prescribed format. All Columns of the application form should be filled up and no column should be left blank.

3. Applications received through e-mail/late/incomplete will not be considered and the Institute will not be responsible for any Postal delay.
4. Applications incomplete in any respect and not accompanied by copies of mark sheets / certificates / proof of age, experience (present & previous) / other relevant documents, photograph, unsigned and not in the prescribed format will be summarily rejected.
5. Reservation / Age Relaxation to candidates belonging to different categories shall be as per Government of India Rules.
6. Candidates must ensure before applying that they are eligible according to criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process he / she will be disqualified and their candidature cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
7. The prescribed essential qualifications & experience are the minimum and mere possession of the same does not entitle a candidate to be called for written test/skill test/interview.
8. The decision of the competent authority in all matters relating to eligibility, acceptance or rejection of applications etc. will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection.
9. The Institute does not undertake any responsibility for sending or replying to the candidates not selected or not called for Written Test/Skill Test/Interview.
10. All correspondences regarding selection process (Date, venue and time etc) will be intimated to the eligible candidate only through E-mail/ Speed Post. The Institute shall not be responsible for non-receipt of any communication on any account whatsoever.
11. Canvassing and/or bringing influence in any form will disqualify the candidature.
12. The Institute reserves the right for any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving any notice.
13. The Candidates selected on direct recruitment or does not have Contributory Provident Fund (CPF) will be governed by the provisions of the New Pension Scheme (NPS).
14. No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
15. The applicants are advised to follow institute web site regularly for any amendments/updates.
16. Selected candidates will have to work in Kolkata, the head office of the Institute. The Executive Council can post him/her anywhere in India if Executive Council thinks fit.
17. The Institute reserves the right to reject any or all applications without giving any reason whatsoever.