

ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ



ಸಂಖ್ಯೆ:ತು.ವಿ.ಸಿಬ್ಬಂದಿ:2959:2023-24/2160

ದಿನಾಂಕ:08.09.2023

: ಸುತ್ತೋಲೆ :

ವಿಷಯ:- ಕರ್ನಾಟಕ ರಾಜ್ಯ ವಿಜ್ಞಾನ ಮತ್ತು ತಂತ್ರಜ್ಞಾನ ಮಂಡಳಿ ಬೆಂಗಳೂರು ಇವರು ನಿಯೋಜನೆ ಆಧಾರದ ಮೇಲೆ ಆಡಳಿತ ಅಧಿಕಾರಿ ಹುದ್ದೆಗೆ ಅರ್ಜಿಯನ್ನು ಆಹ್ವಾನಿಸಿರುವ ಕುರಿತು.


ಉಲ್ಲೇಖ:- 1. ಕಾರ್ಯನಿರ್ವಹಕ ಕಾರ್ಯದರ್ಶಿ ಇವರ ಪತ್ರ: No:KSCST/2.01/Deputation /2023-24 /238 Date 16th August 2023
2. ಮಾನ್ಯ ಕುಲಪತಿಯವರ ಅನುಮೋದನೆ ದಿನಾಂಕ:05.09.2023(ಕಂ-246,ಪು.ಸ-43)

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ಮೇಲ್ಕಂಡ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ಉಲ್ಲೇಖ (1)ರ ಪತ್ರದಲ್ಲಿ ಕರ್ನಾಟಕ ರಾಜ್ಯ ವಿಜ್ಞಾನ ಮತ್ತು ತಂತ್ರಜ್ಞಾನ ಮಂಡಳಿ ಬೆಂಗಳೂರು ಇವರು ನಿಯೋಜನೆ ಆಧಾರದ ಮೇಲೆ ಆಡಳಿತ ಅಧಿಕಾರಿ (Administrative Officer on deputation basis) ಹುದ್ದೆಗೆ ಅರ್ಜಿಯನ್ನು ಆಹ್ವಾನಿಸಿದ್ದು, ಆಸಕ್ತ ಸಿಬ್ಬಂದಿಗಳು ಅರ್ಹತೆಯ ಆಧಾರದ ಮೇಲೆ ಸಮುಚಿತ ಮಾರ್ಗದಲ್ಲಿ ಅರ್ಜಿ ಸಲ್ಲಿಸಬಹುದೆಂದು ತಿಳಿಸಿ, ಕರ್ನಾಟಕ ರಾಜ್ಯ ವಿಜ್ಞಾನ ಮತ್ತು ತಂತ್ರಜ್ಞಾನ ಮಂಡಳಿ ಬೆಂಗಳೂರು ಇವರು ಸಲ್ಲಿಸಿರುವ Vacancy Circular ಹಾಗೂ ನಿಗದಿತ ಅರ್ಜಿ ನಮೂನೆ ಈ ಸುತ್ತೋಲೆಯೊಂದಿಗೆ ಅಡಕಗೊಳಿಸಿದ್ದು, ಸದರಿ ಮಾಹಿತಿಯನ್ನು ತಮ್ಮ ಅಧೀನದಲ್ಲಿನ ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿರುವ ಖಾಯಂ ಬೋಧಕೇತರ ಸಿಬ್ಬಂದಿಗಳ ಗಮನಕ್ಕೆ ತರುವುದು.

ಕರಡು ಪ್ರತಿ ಮಾನ್ಯ ಕುಲಸಚಿವರಿಂದ ಅನುಮೋದಿಸಲ್ಪಟ್ಟಿದೆ.

ಆದೇಶದ ಮೇರೆಗೆ,


ಉಪಕುಲಸಚಿವರು
(ಸಿಬ್ಬಂದಿ ವಿಭಾಗ)
ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ

ಗೆ,

1. ಕುಲಸಚಿವರು(ಪರೀಕ್ಷಾಂಗ), ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ತುಮಕೂರು.
2. ಹಣಕಾಸು ಅಧಿಕಾರಿಗಳು, ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ತುಮಕೂರು.
3. ಅಧ್ಯಕ್ಷರು/ ಸಂಯೋಜಕರು, ಎಲ್ಲಾ ಸ್ನಾತಕೋತ್ತರ ಅಧ್ಯಯನ ಮತ್ತು ಸಂಶೋಧನಾ ವಿಭಾಗಗಳು, ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ತುಮಕೂರು.
4. ನಿರ್ದೇಶಕರು, ಕಾಲೇಜು ಅಭಿವೃದ್ಧಿ ಪರಿಷತ್, ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ತುಮಕೂರು.
5. ಕಾರ್ಯಪಾಲಕ ಅಭಿಯಂತರರು, ಇಂಜಿನಿಯರಿಂಗ್ ವಿಭಾಗ, ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ತುಮಕೂರು.
6. ಪ್ರಾಂಶುಪಾಲರು, ವಿಶ್ವವಿದ್ಯಾನಿಲಯ ವಿಜ್ಞಾನ ಕಾಲೇಜು, ತುಮಕೂರು.
7. ಪ್ರಾಂಶುಪಾಲರು, ವಿಶ್ವವಿದ್ಯಾನಿಲಯ ಕಲಾ ಕಾಲೇಜು, ತುಮಕೂರು.
8. ನಿರ್ದೇಶಕರು(ಪ್ರ), ಸಂಶೋಧನಾ ವಿಭಾಗ, ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ತುಮಕೂರು.
9. ದೈಹಿಕ ಶಿಕ್ಷಣ ನಿರ್ದೇಶಕರು(ಪ್ರ), ಕ್ರೀಡಾ ವಿಭಾಗ, ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ತುಮಕೂರು.
10. ನಿರ್ದೇಶಕರು, ವಿದ್ಯಾರ್ಥಿ ಕ್ಷೇಮಾಭಿವೃದ್ಧಿ ವಿಭಾಗ, ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ತುಮಕೂರು.
11. ಉಪಗ್ರಂಥಪಾಲಕರು ವಿ.ವಿ. ಗ್ರಂಥಾಲಯ, ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ತುಮಕೂರು.
12. ಎಲ್ಲಾ ನಿಲಯಪಾಲಕರು, ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ವಿದ್ಯಾರ್ಥಿನಿಲಯಗಳು, ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ.
13. ನಿರ್ದೇಶಕರು, ಡಾ. ಬಿ.ಆರ್. ಅಂಬೇಡ್ಕರ್ ಅಧ್ಯಯನ ಕೇಂದ್ರ, ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ತುಮಕೂರು.
14. ನಿರ್ದೇಶಕರು, ಐ.ಕ್ಯೂ.ಎ.ಸಿ, ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ತುಮಕೂರು.
15. ಸಂಯೋಜನಾಧಿಕಾರಿಗಳು, ಎನ್.ಎಸ್.ಎಸ್. ಘಟಕ, ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ತುಮಕೂರು.
16. ಎಲ್ಲಾ ಉಪಕುಲಸಚಿವರು, ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ತುಮಕೂರು.
17. ಸಿಸ್ಟಂ ಅನಾಲಿಸ್ಟ್, ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ತುಮಕೂರು.



Karnataka State Council for Science and Technology

(An autonomous organisation under the Dept. of Science & Technology, Govt. of Karnataka)

Indian Institute of Science Campus, Bengaluru - 560 012

Telephone: 080-23341652, 23348848, 23348849, 23348840

Email: office.kscst@iisc.ac.in, office@kscst.org.in ♦ Website: www.kscst.iisc.ernet.in, www.kscst.org.in

Dr. U.T. Vijay
Executive Secretary I/c

No: KSCST/2.01/Deputation/2023-24/238

Date: 16th August 2023

The Registrar,
Tumkur University,
Vishwavidyanilaya Karyalaya, B.H Road,
Tumkuru - 572 103

Dear Sir/Madam,

Greetings from KSCST,

Sub: Filling up of the post of "Administrative Officer" on deputation basis

.....
Karnataka State Council for Science & Technology (KSCST) is an autonomous organization under the department of IT, BT, S&T, Government of Karnataka, actively engaged in the application of Science and Technology to the developmental needs of the State of Karnataka.

Further, I would like to inform you that there is an important opportunity at the KSCST. We are currently seeking applications for the position of "Administrative Officer" on a deputation basis.

In light of this, I kindly request your assistance in disseminating this notification among the officials within your esteemed institute. Your support in reaching potential candidates who could be a valuable addition to our team would be greatly appreciated.

For a comprehensive understanding of the position and its responsibilities, I have enclosed a detailed notification along with this letter. This document outlines the qualifications, experience, and application process necessary for interested individuals to apply through proper channel.

Yours sincerely,

(Dr. U.T. Vijay)

Encl: As above.

22/08/23
29/8/23

22/08/23
29/8/23



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No: KSCST/2.01/Deputation/2023-24/238

Date: 16-08-2023

VACANCY CIRCULAR

Sub: Filling up of the post of “Administrative Officer” on deputation basis

The Karnataka State Council for Science and Technology (KSCST) is an Autonomous S&T organization under the Department of Science and Technology, Government of Karnataka and located in the campus of Indian Institute of Science (IISc), actively engaged to identify problems / areas for the application of Science and Technology and to find scientific / technological solutions for the benefit of society at large.

1. It is proposed to fill up the vacant post of Administrative Officer in KSCST as indicated in Annexure-1 on deputation basis from amongst the eligible officers working in Central and State Government/Central and State PSUs/Central and State Autonomous/Statutory bodies/Universities established under the law.
2. Pay, allowances and service conditions of the officials selected on deputation will be governed by the provisions of the Cadre, Recruitment and Service Rules of KSCST & KCSR. Since KSCST has no residential facility, HRA as per admissibility to State Government employee will be admissible.
3. Selected candidate will be appointed on deputation basis initially for a period of two (02) years, which may be extended on mutual consent up to a maximum of five years.
4. Absorption of the official can be considered either two years or earlier of working on deputation on the post held by him/her and subject to satisfactory performance of the official, acceptance of employee and submission of NOC from his parent organisation.
5. It is requested that wide publicity may be given to the vacancy circular amongst the staff under your administrative control and applications in the prescribed format (Annexure-2) along with attested copies of CRs of the officers for the last five years, who can be spared in the event of selection, may be sent to this office on or before **18-09-2023 at 5.30 PM**. Applications received after the last date or without CR dossiers, vigilance clearance and integrity certificate or otherwise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the applicants are correct and no disciplinary proceedings are either pending or contemplated against him/her.
6. The details of the post (Annexure-1), prescribed application form (Annexure-2) and terms and conditions, etc. (Annexure-3) are available on the KSCST website www.kscst.karnataka.gov.in [https://www.kscst.org.in/](http://www.kscst.org.in/).

Sd/-
Executive Secretary

KARNATAKA STATE COUNCIL FOR SCIENCE AND TECHNOLOGY**Details of deputation post**

Sl. No	Particulars	Details
1	Name of the post	Administrative Officer, 01 (One)
2	Pay Scale of the post	Rs. 52650-1250- 53900-1450-62600-1650-72500-1900-83900-2200-97100 as per 2018 revised scales of pay of Govt. of Karnataka.
3	Cadre	Group 'A'
4	Mode of Recruitment	On deputation basis.
5	Age limit	Maximum 50 years as on 01-06-2023
6	Eligibility Criteria for Deputation	<p>(i) Officers of the Central and State Government/Central and State PSUs/Central and State Autonomous/Statutory bodies/Recognized Universities established under the law, holding analogous post on regular basis in the parent department in the GOK pay scale of Rs. 52650-97100 or equivalent level in the pay matrix; OR</p> <p>(ii) With five years' service on regular basis in the GOK pay scale of Rs.43100-83900 (as per 2018 revised scales of pay of Govt. of Karnataka) or equivalent level in the pay matrix or equivalent cadre or Department; and</p> <p>(iii) Possessing Graduation from a recognized University.</p> <p>(iv) Experience in personnel management, establishment and formulation of policies, norms, promote HRD, Procurement, KTPP, GEM, GFR, interpretation of rules/regulations and general administration.</p> <p>(v) Familiar with Karnataka Civil Service Rules (KCSR)</p> <p>(vi) Must know Kannada reading, writing & speaking</p>
6	Duties and responsibilities of the post.	<p>➤ Administrative Officer will be reporting to the Executive Secretary & Secretary and responsible for the work related to establishment and personnel management, Statutory compliances, Purchase through GEM & E-procurement portals, Recruitment of regular and Contractual posts, promote HRD, interpretation of rules/regulations, Co-ordinate Executive Committee / AGM meetings / Selection Committee / Assessment Committee, Purchase Committee Meetings, Maintenance of confidential records, thorough knowledge of RTI, IPGRS, KTPP, GEM, GFR rules & General administration. Any other duties and functions as may be assigned by the Competent Authority.</p>
7	Period of Deputation	Initially for a period of 02 years and extendable up to a maximum of 05 years on mutual consent.

Sup. Comp
- open
Comp. Program

Application format

1. Name and Address of Applicant
(Block Letters) :
 2. Date of Birth :
 3. Date of Entry into Govt. Service:
 4. Date of Retirement under
Central / State Govt. Rules :
 5. Whether belongs to SC/ST/OBC/Others :
 6. Educational Qualifications :
- Educational Qualifications:**

	Qualifications Required	Qualifications Possessed by the Officer
Essential	As per Annexure - 1	

7. **Experience**

	Experience Required	Experience Possessed by the Officer
Essential	As per Annexure - 1	

Note :

- a. The Ministry/Department is to provide their specific comments/views confirming whether the Qualifications and Experience prescribed for a Post are possessed by the Candidate.

7. Details of Employment in chronological order

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.)

Office / Institution/ Organization	Post Held on Regular Basis	From	To	GOK pay scale & basic pay or GOI Pay Band* / Pay Matrix / Grade Pay of the Post held on Regular Basis	Nature of Duties highlighting experience required for the Post applied for	Temporary or Quasi Permanent

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the Officer and therefore, should not be mentioned. Only Pay Band and Grade/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Officer may be indicated as below.

Office/Institutions	Basic Pay, Pay-Band/ PayMatrix and Grade Pay/Level drawn under CP/MACP Scheme	From	To

8. In case the present employment is held on deputation, please state:

The date of initial appointment	Period of Appointment on deputation	Name of the present office / organization to which the applicant belongs	Name of the post and pay of the post held in substantive capacity in the present organization

Note :

- In case of officers already on deputation, the applications of such officers should be forwarded by the parent Cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.

9. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details:

10. Please explain the relevance of your experience & contribution in context of the experience required for the post being applied for. (Approx. 250 Words)

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.)

11. Additional details about present employment:

Please state whether working under

(a) Central Government	
(b) State Government	
(c) Autonomous Organization	
(d) Public Sector Undertaking	
(e) University/Training/Research Institution	
(f) Others (Please Specify)	

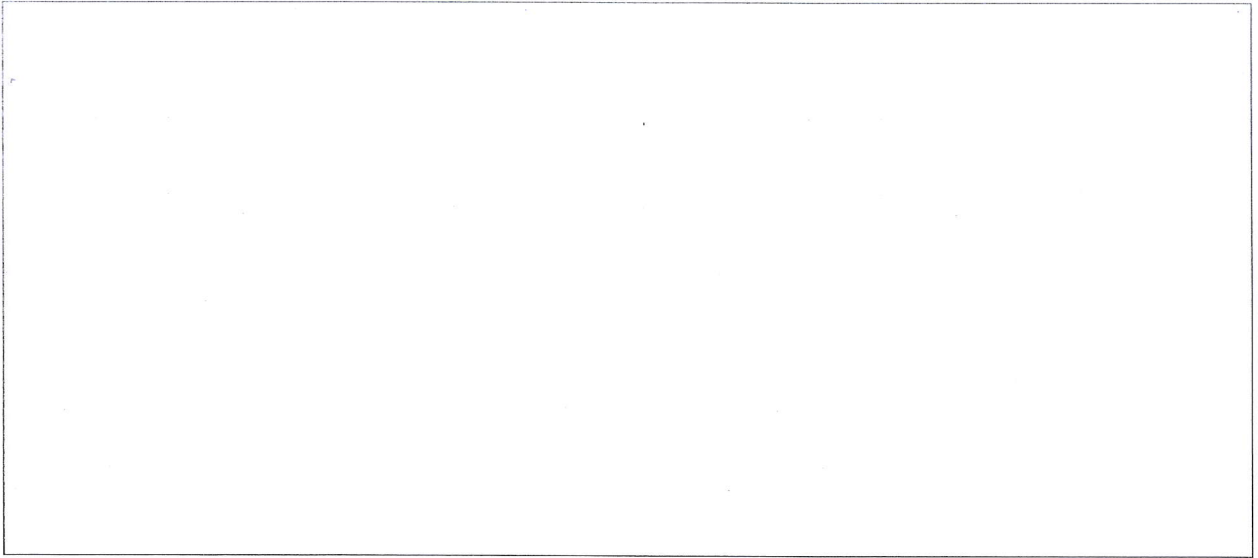
(Please indicate name of the Employer against the relevant column)

12. Total Emoluments per month being presently drawn i.e., Basic Pay, Grade Pay and Total Emoluments:

13. Additional information, if any, which you would like to mention in support of your suitability for the post.

(The information here may include areas like additional academic qualifications; professional training; additional experience; Research Publications; Special Projects etc.; Awards/Scholarships/Official Appreciation/affiliation with professional bodies, any other specific achievements.)

(Enclose a separate sheet duly authenticated by your signature, if the space is insufficient).



The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my candidature has been suppressed/withheld.

(Signature of the
Candidate) Address:

Date:

Email:

Mobile:

Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

Also Certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- ii) His /Her integrity is certified.
- iii) His/her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. Karnataka or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

(Employer/Cadre Controlling Authority sign with seal)

General Terms and Conditions:

1. The pay and other terms & conditions of the service of the officials selected on deputation will be governed by provisions laid down in the KCSR and KSCST service rules.
2. The selected candidate will be appointed on deputation basis initially for a period of two years which may be extended from time to time by the Competent Authority as per the rules.
3. Willing candidates may send their applications through proper channel in the prescribed Performa (Annexure – II) along with attested copies of APAR's/ACRs for the last five years on or before **18-09-2023 at 5.30 PM**. Application received after the last date or without the CR dossiers or otherwise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no disciplinary proceedings are either pending or contemplated against him/her. The integrity of the officers may also be certified. It may also be confirmed that no major/minor penalty has been imposed on him/her during the last ten years.
4. The application shall be invariably routed through the present employer and accompanied by the prescribed certificates and other documents.
5. Advance Copy of the application shall not be entertained.
6. The applications once submitted shall not be allowed to be withdrawn later.
7. No TA/DA will be admissible for attending the interview.
8. The KSCST does not assume responsibility for postal or courier delays.
9. The KSCST reserves the right to cancel the recruitment process any time.
10. The applications, complete in all aspect, should reach the Executive Secretary of the KSCST applications should submit in the form of **hard copies** only with all the requisite documents, not later than on **18-09-2023 at 5.30 PM**.