

Press Advertisement

Applications are invited for the post Head of the Centres on Deputation or ad-hoc, **Long Term Contract 3 years extendable upto 5 years** at Haryana Institute of Public Administration, (HIPA) Gurugram:

The Applicants may apply on the following email by 15th November , 2021 on the mail - rekhad@hipa.in

Further details can be obtained at on the department website - hipaco.in

DIRECTOR GENERAL

HIPA GURUGRAM

Haryana Institute of Public Administration,(HIPA) Gurugram

Brief about the Institute

HIPA is an apex training institute of Haryana, Constituted in 1983, to conduct training for the civil Servants and other employees of the State, Boards and Corporations . Hipa has its Headquarter at Gurugram and four divisional training centres at Panchkula, Hisar, Rohtak & Gurugram. Hipa is a registered society with Honourable Chief Minister as the President of the Governing Body and Chief Secretary to Government of Haryana as Chairperson of the Executive council.

Hipa has recently restructured and reorganised its departments into 12 centres as under :-

Name of Centre

1. Centre for Ethical and Responsive Governance
2. Centre for e-Governance
3. Centre for Revenue Administration and Disaster Management
4. Centre for Entrepreneurship Development and Project Management
5. Centre for Urban Governance
6. Centre for Gender and Juveniles
7. Centre for Research and Documentation
8. Centre for Policy Studies
9. Centre for Law and Regulatory Affairs
10. Centre for Social Justice & Empowerment Development
11. Centre for Excise and Taxation
12. Centre for Management Development

Applications are invited for the post of Head of the Centre on Deputation or purely ad-hoc, **Long Term Contract 3 years extendable upto 5 years** at Haryana Institute of Public Administration, (HIPA) Gurugram.

Job Profile

- Head of the Centre will responsible for directing the vision, strategy for growth, Research, resource management, and excellence of the centre.
- He/She will also play a major collaborative role in developing partnerships with Institutes of National and International Repute.
- HOD will have to identify areas that require training and develop training programmes and research Projects unique to each department.
- HOD will have to work closely with Key Stakeholders in achieving the mandate of State Training Policy of Government of Haryana.
- The Head of the centre will have to performs similar duties as he deems fit for the proper execution of his duties and duties delegated by the Director General ,HIPA

Place of assignment

Place of assignment will be Gurugram.

Qualification and Eligibility Criteria :

- Can be from Administrative or Academic background
- Maximum age limit 68 Years

For all centres except A) Centre for Excise and Taxation B) Centre for Revenue Administration and Disaster Management	By Deputation or long term contract	<u>Administrative Background</u> Working or Retired IAS/HCS or any Group A officer of Central Service with relevant work experience having or had worked in Pay Level 15 or above may apply. <u>Academic Background</u> Professor with Minimum 5 years of Experience as Professor in University with relevant experience.
For Centre for Excise and Taxation	By Deputation only	Additional Excise and Taxation Commissioner , Excise and Taxation Department to Government of Haryana
For Centre for Revenue Administration and Disaster Management	By Deputation or long term contract	Working or Retired IAS /HCS with relevant Field experience having or had worked in Pay Level 15 or above may apply.

Duration of Engagement:

(a) Engagement for the Head of the Centre would be for a period of 3 years which may be extended beyond 3 years depending upon the requirement of HIPA and performance review of the Head of Centre but shall not be extendable beyond 5 years except for the Centre for Excise and Taxation where the Department of Excise will send officers on Deputation in view of highly specialized nature of work of the department.

(b) The engagement would be on full time basis.

Salary

- Officers on Deputation:** in his / her own pay scale.
- Retired Administrative officers :** Last pay drawn – pension

(c) **For Professors : UGC pay scale**

Others Facilities:-

- i. Rent-free accommodation or House allowance
- ii. Vehicle or Transportation Facility
- iii. TA/ DA will be paid for outstation travel.
- iv. Telephone and internet allowance

Note:-

1. Candidates will be shortlisted based on qualification and suitability for the centre.
2. Relevant Research/Teaching/Training/work Experience is mandatory
Candidate will be short listed based on qualifications and suitable of the centre.
3. No TA/DA will be paid for appearing in the interview.
4. Candidates may apply by 15th November, 2021 for the position by sending their detailed Curriculum Vitae through email at rekhad@hipa.in.
5. In case of Deputation :
 - (a) Candidates should apply in the prescribed format through proper channel in the parent Department/ organisation in the format enclosed with a **advance copy to HIPA.**
 - (b) While forwarding the application, Cadre controlling Authority in the parent department must certify the detail furnished by candidates are true and application must be recommended and forwarded to HIPA by Cadre controlling Authority in the parent department along with certified copy of APAR/API/ACR of the last 5 years and latest integrity certificate.
 - (c) The "Certificate by the Employer / Controlling authority " forming part of prescribed application should be signed by the concerned Authority while forwarding the application to HIPA.
 - (d) The officers will be posted purely on transfer on deputation basis. No absorption shall be allowed.
6. **For contractual appointment: working or retired person they may apply directly at above mentioned email address** the mail must include name, contact address, professional qualifications, and details of work and research experience in their CV along with name of two references with their official address , email ID and mobile numbers.
7. Application received after the last date shall not entertained.

Director General HIPA

ANNEXURE - I

BIO-DATA CURRICULUM VITAE PROFORMA FOR DEPUTATION

1. Name and Address (in Block Letters)	
2. Date of Birth	
3. Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification	B) Qualification
C) Experience	D) Experience
Desirable	Desirable
A) Qualification	B) Qualification
C) Experience	D) Experience
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post	
Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied	

7. Detail of Employment, in chronological order. Enclosed a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institutes	Post held on regular basis	From	To	❖ Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi- Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a. The date of initial appointment	b. Period of appointment on deputation/contract	c. Name of the parent office/organization to which the applicant belongs.	d. Name of the post and Pay of the post held in substantive capacity in the parent organization
<p>9.1 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</p>			
<p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization</p>			
10. If any post held-on Deputation in the past by the applicant, date of return from the last deputation and other details			
<p>11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a. Central Government</p> <p>b. State Government</p> <p>c. Autonomous Organization</p> <p>d. Government Undertaking</p> <p>e. Universities</p> <p>f. Others</p>			
12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
13. Total emoluments per month now drawn			
Basic Pay in PB		Grade Pay	Total Emoluments
14. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed			

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other Allowances etc. (with break-up details)	Total
<p>15. A Additional information, if any, relevant to the post you applied for in support of your suitability for (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>16. B Achievements : The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> i. Research publications and reports and special projects ii. Awards/Scholarships/Official Appreciation iii. Affiliation with the professional bodies/institutions/societies and; iv. Patents registered in own name or achieved for the organization v. Any research/innovative measure involving official recognition vi. vi) any other information. <p>(Note: Enclose a separate sheet if the space is insufficient)</p>		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post 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 selection has been suppressed/withheld.

(Signature of the candidate)

Address _____

Date: _____

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.

2. Also certified that;

- i. There is no vigilance or disciplinary case pending/ contemplated against Shri./Smt._____.
- ii. His/Her integrity is certificate.
- iii. His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested 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).

Countersigned

(Employer/Cadre Controlling Authority with Seal)