

# HARYANA INSTITUTE OF PUBLIC ADMINISTRATION



## PRESS ADVERTISEMENT

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

The Applicants may apply on the following email by **20th January 2022** on the mail - **careers@hipagurgaon.in**

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

**DIRECTOR GENERAL**

**HIPA GURUGRAM**

## **ABOUT HIPA**

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 headquarters at Gurugram and four divisional training centres at Panchkula, Hisar, Rohtak & Gurugram. HIPA is a registered society with the Honourable Chief Minister as the President of the General 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 and applications are invited for the post of **Head of the Centre** for the following centres on **Deputation or a purely ad-hoc, long term contract basis (3 years extendable up to 5 years)** at Haryana Institute of Public Administration, (HIPA) Gurugram:-

### **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
5. Centre for Urban Governance
6. Centre for Gender and Juveniles
7. Centre for Research and Documentation
8. Centre for Law and Regulatory Affairs
9. Centre for Social Justice & Empowerment
10. Centre for Management Development

## **Job Profile:**

- The Head of the Centre will be responsible for shaping its vision, strategy for growth and designing key activities including research and evaluation, and resource management
- He/She will play a major collaborative role in developing partnerships with institutes of national and international repute
- He/She will have to work closely with key stakeholders in achieving the mandate of the State Training Policy of the Government of Haryana
- He/She will have to identify areas that require training and accordingly develop training programs and research projects that are unique to each department
- He/She will have to take necessary actions as he deems fit for the proper execution of his duties and duties delegated by the Director General, HIPA

## **Place of assignment-**

Gurugram, Haryana

## **Qualification Criteria and Eligibility:**

- Can be from Administrative or Academic background
- The maximum age limit to apply is 68 Years

## **Salary:**

- **Officers/ Professors on Deputation:** in his / her own pay scale.
- **Retired Administrative Officers/ Professors:** Last pay drawn minus pension or equivalent

## **Others Facilities:**

- Rent-free accommodation or House rent allowance
- Vehicle facility or Travel allowance
- TA/ DA will be paid for outstation travel as per entitlement
- Telephone and internet allowance

## **Qualifications:**

### **Administrative Background**

- Working or Retired IAS/HCS or any Group A officer of Central Service with relevant work experience in Pay Level 15 or above may apply

OR

### **Academic Background**

- Professor with Minimum 5 years of experience as Professor in University with relevant experience. (Except for the Centre for Revenue Administration & Disaster Management)

### **Duration of Engagement :**

- 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
- The engagement would be on a full-time basis.

**Note:**

- Candidates will be shortlisted based on qualification and suitability for the center.
- Relevant Research/Teaching/Training/work Experience is the mandatory candidates will be short-listed based on qualifications and suitability of the center.
- No TA/DA will be paid for appearing in the interview.
- Candidates may apply by **20th January 2022** for the position by sending their detailed **Curriculum Vitae through email at careers@hipagurgaon.in**
- In case of Deputation:
  1. Candidates should apply in the prescribed format through the proper channels in the parent Department/organization in the format enclosed with an **advance copy to HIPA.**
  2. While forwarding the application, the Cadre Controlling Authority in the parent department must certify the detail furnished by candidates are true and the application must be recommended and forwarded to HIPA by the Cadre Controlling Authority in the parent department along with a certified copy of APAR/API/ACR of the last 5 years and latest integrity certificate.
  3. The "Certificate by the Employer / Controlling authority" forming part of the prescribed application should be signed by the concerned Authority while forwarding the application to HIPA.
  4. The officers will be posted purely on transfer on a deputation basis. No absorption shall be allowed.
- **For contractual appointment: working or retired person they may apply directly at the 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 the name of two references with their official address, email ID and mobile numbers.
- Application received after the last date shall not be entertained.

Director General HIPA