

GENERAL TERMS & CONDITIONS:

- 1) The applicant must be a citizen of India.
- 2) The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling eligibility criteria as on the closing date of applications failing which their application shall be rejected. The applicant may keep one copy of application on final submission for future reference.
- 3) The applicant is required to upload his/her latest passport size photograph with good quality.
- 4) The experience required in a certain pay level should match with pay level in Central/ State Government/ PSUs/ Statutory body/ Autonomous organizations/ Universities. The relevant experience requirement specified should be the experience acquired after obtaining the minimum educational qualifications required for the post.
- 5) Application fee of Rs. 500/- for the post of Registrar is to be paid online and reference UTR is required to be attached with the online application.
- 6) No application fee is required to pay for the post of Administrative Officer on contract.
- 7) AC 2nd class train fare for the shortest route shall be reimbursed on production of original tickets to the candidates appearing for interview.
- 8) Incomplete application form, without the attachment of the copies of all relevant certificates (qualification, age and experience), or application without requisite fee, will be summarily rejected. The responsibility of entries in the application form lies with the applicant.
- 9) All educational/professional/technical qualifications should be from a recognized Board/University.
- 11) In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the applicants.
- 12) After joining the service of the Institute, the persons will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time.
- 13) The Institute shall verify the antecedents or documents submitted by a person at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake, or the person has a clandestine antecedents or background and has suppressed the said information, then his/her services shall be terminated forthwith.
- 14) The applicants are required to apply only through ONLINE process upto **7th April, 2023 till 05:00 PM** with attachment of all required supporting documents i.e, age, educational qualifications and experience etc., failing which candidature will not be considered.
- 15) The candidates selected for the post of Registrar on direct recruitment will be governed by the provisions of the New Pension Scheme introduced by the Government of India w.e.f. 01.01.2004.
- 16) The applicants serving in Government/Public Sector Undertakings /Autonomous Bodies must submit No Objection Certificate or they may submit online application and bring No Objection Certificate at the time of appearing in the interview.
- 17) Late application and incomplete applications will be summarily rejected. **In case candidates could not submit their online application due to failure of server/any technical defect at the last moment, last date will not be extended.** Therefore, candidates are advised to submit their online application well in advance before the


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- last date of submission of applications. Institute's decision shall be final and no enquiry will be entertained in this regard.
- 18) If any document/certificate furnished is in a language other than Hindi or English, a transcribed copy in Hindi/English of the same duly attested by a Gazetted Officer or Notary is required to be uploaded.
 - 19) All further amendments/corrigendum, clarifications, communication, etc. If any, related to this Advt. shall be published only at ARIES website. Candidates should regularly check at ARIES website for latest updates on this Advertisement.
 - 20) Mere possessing the essential qualification will not entitled any candidate a right to be considered eligible for the post. The final list of shortlisted candidates shall be called for interview. Only short listed candidates will be communicated and no interim correspondence will be entertained.
 - 21) Relaxation in upper age limit is applicable as per the norms of Govt. of India. The cutoff date for determining eligibility of age will be as on the last date of receiving of applications.
 - 22) No age relaxation will be given to reserved category candidates against Un-reserved posts.
 - 23) The candidates working in Govt. Organizations/ Autonomous Bodies/PSU/Universities will be considered for age relaxation for the post of Registrar. The upper age limit will be relaxable in respect of persons working in posts which are in the same line or allied cadres and where a relationship could be established that service rendered will be useful for efficient discharge of the duties in other categories of posts. The age concession will be admissible only where an employee has rendered not less than three years continuous service.
 - 24) The post of Registrar shall be filled on direct recruitment basis and the post of Administrative Officer on contract basis.
 - 25) The Institute reserves right to accept or reject the application without assigning any reason. Canvassing in any manner will disqualify the candidate from the selection process.
 - 26) The current pay, allowances, and other benefits i.e NPS, Medical Reimbursement, LTC, etc., are admissible as per the Institute's norms.
 - 27) The selected candidates will be governed by the rules of this Institute.


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