



मुं वि - प ऊ वि मौलिक विज्ञान प्रकर्ष केन्द्र
UM-DAE Centre for Excellence in Basic Sciences
An Aided Institute under the Department of Atomic Energy (DAE), Govt. of India

Advertisement No. 04/2025 dated 09.10.2025

UM-DAE CEBS INVITES APPLICATIONS FOR THE POST OF REGISTRAR

University of Mumbai - Department of Atomic Energy Centre for Excellence in Basic Sciences (UM-DAE CEBS) is an aided institute of the Department of Atomic Energy (DAE), Govt. of India. Established in 2007, it is located on the Kalina campus of the University of Mumbai, Mumbai. It offers a 5-year residential integrated M.Sc. programme with a DAE Fellowship, as well as a multi-disciplinary Ph.D. programme for training students in addressing basic science and societally relevant research problems. With several state-of-the-art research facilities on its campus, a dynamic academic atmosphere, and strong research collaborations with the proximal premier research institutes, UM-DAE CEBS serves as one of the ideal destinations for pursuing a research career in Basic and Applied Sciences.

UM-DAE CEBS invites applications from eligible Indian nationals for the post of Registrar:

Name of the Post	Registrar
No. of Posts	01 (Unreserved)
Classification (Group)	A
Upper Age Limit	55 yrs (Prescribed age should not exceed as on November 01, 2025)
Pay Scale	Level-12 in the 7 th CPC Pay matrix level, GP-7600
Essential Qualifications	Graduation with minimum 50 % marks
Essential Experience	15 years' work experience in a Middle/ Senior managerial position in Central/ State Government/PSU/Autonomous Bodies in the field of administration with knowledge of Government orders and Rules on Service matters. Out of which, 05 years' experience should be in Level 11 in the 7 th CPC Pay matrix level/ Grade Pay Rs. 6600
Desirable Experience	Familiarity with DAE rules
Period of probation	01 year
Tenure of the Post	Until superannuation age, which is sixty years.
Duties and Responsibilities	Will be responsible for all matters related to administration, finance, purchase, etc. Will be the administrative authority over all personnel involved in finance, accounts, procurement, stores, materials, and inventory control. Will be the non-member secretary to the Governing Council and Academic Board. Will be in-charge of safe maintenance of all records of the institute. Will perform other duties as may be specified in the Rules or Byelaws of the institute or as may be specified by the Governing Council or the Director from time to time. Will be reporting to Director, CEBS.

Place of work:

Nalanda Building, UM-DAE Centre for Excellence in Basic Sciences, Kalina Campus, University of Mumbai, Santacruz (E), Mumbai – 400098.

Selection Procedure:

- i. The appointment of the Registrar will be made by the Governing Council of UM-DAE CEBS on the recommendations of a Selection Committee duly constituted.
- ii. The committee will shortlist applications received in response to this advertisement, if required. In-person interview at UM-DAE CEBS will be held for final selection. No TA/DA will be paid for attending the interview. UM-DAE CEBS will not be responsible for any loss of application document(s) and/or email communication(s).

Entitlements:

- i. Selected candidates will be entitled to dearness allowance (DA), house rent allowance (HRA), transport allowance (TA) as per current Govt. of India rules (HRA will not be admissible if staying in government accommodation).
- ii. Selected candidates will be governed by the National Pension System applicable to the Central Government service [unless already governed by CCS (Pension) Rules 1972].
- iii. Selected candidates will be covered under compulsory contributory medical scheme (only if not availing any similar scheme).

Application Procedure:

Interested individuals may apply giving their detailed Resume in the prescribed Proforma (**Annexure I**) given at <https://www.cbs.ac.in/announcements/recruitment>

The application typed on plain paper along with enclosures may be sent by Speed Post to:

Director,

UM-DAE Centre for Excellence in Basic Sciences, Nalanda Building, Kalina Campus, University of Mumbai, Santacruz (E), Mumbai – 400098.

At the time of interview, an NOC from the competent authority is mandatory for persons employed in Government Departments or Autonomous Institutions under them.

For application form kindly visit <https://www.cbs.ac.in/announcements/recruitment>

The last date and time for receipt of application by speed post is **10.11.2025 @ 17.00 Hrs.**

A copy of the application must be sent by email to recruitment@cbs.ac.in with the subject line “Application for the post of Registrar”

Applications received beyond the prescribed date and time shall be treated as invalid.

Last Date of application: 10th November, 2025 @17.00 Hrs

Documents required at the time of Interview – Originals along with self-attested photocopies

- i. Identity Proof (Aadhar Card/ Election Card/ PAN Card / Passport / Driving License)
- ii. Date of birth/Proof of age
- iii. Educational Qualification (all mark sheets and certificates)
- iv. In case Universities/Board award letter grades/CGPA/OGPA, the same will have to be indicated as equivalent percentage of marks as per the norms adopted by the University/Board. While submitting the original documents for verification, the candidates will have to produce the norms of the University/Board for conversion of grades/CGPA/OGPA to equivalent percentage of marks.
- v. Experience certificate(s)
- vi. Conduct certificate(s)

Note:

The UM-DAE CEBS reserves the right to restrict the number of candidates for the recruitment process to a limit on the basis of qualifications and experience higher than the minimum prescribed. Mere fulfilling of the essential and desirable qualifications and experience will not entitle an applicant to be called for the recruitment process.

Canvassing in any form shall disqualify the candidate.

**APPLICATION FOR THE POST OF REGISTRAR
UM-DAE CENTRE FOR EXCELLENCE IN BASIC SCIENCES**

1	Full Name (in Block Letter)		Affix Photograph				
2	Gender						
3	Category						
4	Date of Birth						
5	Contact Details	Tel No.					
		Mobile No.					
		Email ID:					
6	Address for Communication						
7	Educational Qualification – Graduation and above (Enclose copy of Marksheet/Certificate)						
S. No	Qualification	Type of Qualification (Degree/ Diploma)	Year	% of Marks or equivalent grade in UGC 7-point scale	Main Subjects	University/ Institution	
8	Experience (Please add additional sheets if necessary) – Attach Appointment/promotion letters/ Latest Salary certificate						
S. No	Designation	Organisation with address	Period From To (mm-yyyy Format) (write also total duration in bracket)	Pay Details			Work Experience
				Equivalent CPC No. (4th/5th/ 6th/7th)	Pay Scale	Grade Pay (if 6th CPC) or Matrix level (if 7th CPC)	

9	Indicate experience as a Team Leader in Administration						
10	Any Other Information						

Declaration: I hereby declare that the particulars furnished above are true and correct to the best of my knowledge. I understand and agree that in the event of any information being found false OR incorrect/incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of UM-DAE CEBS.

Place:

Date:

Signature

(Full name of the applicant)