



Curriculum Vitae

Personal Details

1. **NAME** S. Ashok Rao
2. **FATHER'S NAME** Late S. Prahalada Rao
3. **PLACE OF BIRTH** Bengaluru
4. **DATE OF BIRTH** 6th May 1963
5. **NATIONALITY** Indian
6. **CATEGORY** General
7. **ADDRESS** Flat No. 11, Krishna Gardenia Apartments, 5th Main, Dollars Colony, RMV-II Stage, Bengaluru - 560094
8. **DATE OF JOINING SERVICE** 8th October 1987 (Atomic Minerals Division, Department of Atomic Energy, Central Region, Nagpur)
9. **POST HELD** Registrar (Retd.)
Institute for Social and Economic Change, Bengaluru - 72.

Educational Qualifications

EXAM	BOARD/ UNIVERSITY	SUBJECTS	DIVISION	YEAR OF PASSING
SSC (X)	Maharashtra State Board	English, Hindi, Sanskrit, Science, Mathematics, Social Studies	II	1979
HSSC (XII)	Maharashtra State Board	English, Hindi, Physics, Chemistry, Biology, Mathematics.	II	1981
B.Sc.	Nagpur University	Physics, Chemistry and Mathematics	II	1984
Diploma in Business Management	Nagpur University	Personnel management, Marketing management, Industrial relations, Finance management, Office management	I	1987
LL.B	Nagpur University	All Major Laws	II	1990
MBA	Nagpur University	Personnel management, Marketing management	I	1992

Experience

S I	Post Held	PERIOD		NATURE OF DUTIES
		FROM	TO	
1.	REGISTRAR Institute for Social and Economic Change (ISEC), Bangalore [Gross Pay: 2,15,000 per month]	11.11.2021	10.11.2024	<ul style="list-style-type: none"> Administrative head of the Institute and carrying out all duties and responsibilities of Registrar as per the Rules and Bye-Laws of the Institute. In-charge for complete Academic Activities, Accounts & Finance, Purchase, Administration, Recruitment, Estate management. Involved in conducting of Annual General Body Meetings, Board meetings and other Statutory meetings. Planning and conducting various Seminars, Symposia, Workshops etc. Representing the Institute in Legal matters, Disciplinary Proceedings, signing of MOU etc. Carrying out all the functions for smooth implementation of Rules and Procedures of the Institute and conducting Entrance exams for Ph.D. Programme. Liaison work with the State Government, Central Government, other Universities and Research Centre for expediting approvals etc.
2.	SENIOR ADMINISTRATIVE OFFICER & HEAD-ESTABLISHMENT National Centre for Biological Sciences (NCBS), Tata Institute for Fundamental Research (TIFR), Bangalore. [Gross Pay: 1,04,000 per month]	08.04.2004	10.11.2021	<ul style="list-style-type: none"> Looking after the entire Establishment matters of the Institute. Effective Control and Management of Personnel and Administrative matters which includes maintenance of service records, processing of LTC and Pay fixation cases, administration of CHSS/ medical facilities to the employees, effective transport management, etc. Responsible for proper/ correct application of Rules and procedures in day to day administrative activities of the Centre, including the manpower planning and control, Disciplinary cases etc.

				<ul style="list-style-type: none"> ▪ Recruitment functions which involves issue of advertisements, scrutiny of applications, sending out call letter for interviews, arranging for interview and final selection. The selected candidates are inducted in NCBS after completing all formalities. ▪ Supervision of the transport arrangements, Liaison work with other Institutions like Telephone Department, Karnataka State Pollution Control Board, Postal Department, other Academic institution like JNC, RRI, IISc etc. ▪ NCBS being an academic Institution, it the prime responsibility of the administration/ establishment is to process the cases for the extension/termination of tenure of students in various categories, their enhancement of fellowships and submitting the requisite information to the Management at appropriate time.
3.	SECTION OFFICER Department of Atomic Energy (DAE) Secretariat, Mumbai. [Scale: 6500 – 200 – 10,500]	20.05.2002	02.04.2004	<ul style="list-style-type: none"> ▪ Processing of Project Proposal. ▪ Budget Proposal pertaining to R&D units of the DAE. ▪ Scrutiny and Disposal of various Personnel Matters referred to the Department for clarifications. ▪ Dealing with audit paras. ▪ Preparing Reply and Supplementary Material to Parliament questions. ▪ Examination of Manpower Proposals. ▪ Preparation and submission of various Periodical returns.

4.	ASSISTANT PERSONNEL OFFICER Atomic Minerals Directorate for Exploration and Research (AMDER) North-Eastern Region, Shillong. [Scale: 6500 – 200 – 10,500]	26.06.2001	19.05.2002	<ul style="list-style-type: none"> ▪ Independently handled all Administrative/Establishment matters of the Regional headquarters. ▪ Maintenance of Service Books and related correspondence of 300 employees. ▪ Liaison between Management and Local Organisations. ▪ Issue of Finance Sanctions and Administrative Approvals. ▪ Management of Vehicles and allotment of duties. ▪ Organising Various workshop and Seminars.
5.	ASSISTANT National Centre for Compositional Characterization of Materials (CCCM)/ BARC, Hyderabad [SCALE: 5500-175-9000]	01.08.1998	25.06.2001	<ul style="list-style-type: none"> ▪ As In-charge independently handled all Administrative functions of the Centre. ▪ Maintenance of Infrastructure facilities ▪ Liaison between BARC and CCCM for various personnel and establishment matters. ▪ Organisation of Conference/Seminar and making arrangements for the stay and transport for the guests. ▪ Maintenance of Imprest and Special Advances and submissions of bills to BARC.
6.	ASSISTANT Department of Atomic Energy, Secretariat Mumbai. [SCALE: 5500-175-9000]	12.08.1996	31.07.1998	<ul style="list-style-type: none"> ▪ Scrutiny of Project Proposals of Industrial Units of DAE. ▪ Examination of Budget Proposals of Units. ▪ Preparation of replies to audit paras. ▪ Preparing reply for Parliamentary questions. ▪ Preparation of Reports/returns.

Additional Details and Responsibilities

- My assignment as Registrar, ISEC completed on 10th November 2024. I have more than 36 years of service in Administration and my role as Registrar has been widely appreciated by my peers.
- As Registrar of ISEC, I have built excellent rapport with officials of the Government of Karnataka and ICSSR, New Delhi, in addition to different departments of the Central Government. I was also actively involved in signing of MoUs with various Institutes and Universities (National and International) for collaborative research.
- I believe in institution building, and more importantly in building the competencies of institutional staff, and setting up processes to ensure seamless administration.

- I have conducting extensive capacity building for various departments of the Government such as officers of National Academy of Customs, Indirect Taxes and Narcotics (NACIN), Administrative Training Institute of Department of Atomic Energy (DAE), and Nodal Officer for Training for Tata Institute for Fundamental Research (TIFR) employees.
- I am also Expert Member on the Committees for recruitment, promotion norms, C&R rules etc. in various institutes like TIFR, Centre for Multidisciplinary Research (CMDR), and Indian Council for Medical Research (ICMR) Bengaluru.
- I was also nominated as Expert Member in Departmental Promotion Committees and Selection Committees in NISER Bhubaneshwar, ISI Kolkata, Vishveshvaraya Science Museum Bengaluru, Institute for Stem Cell Biology Bengaluru, and International Institute for Population Sciences, Mumbai, among others.

References:

1. Prof. D. Rajasekhar, Director ISEC, Bangalore. email: rdurgam@gmail.com. Mobile No. 9845347004
2. Prof. Sunil Nautiyal, Director GB Pant Himalayan Institute, Almora, Uttarakhand. Email: sunil@isec.ac.in or nautiyal_sunil@rediffmail.com, Mobile No. 9886092494

My extensive experience has led me to the conclusion that Indian Academic Institutions are held back from realising the potential due to excessive bureaucratic and administrative procedures which take up precious time and resources. If given an opportunity to serve your esteemed Institution, I shall put in my best efforts to create an administrative set up that propels the academic excellence and stature of the Institution.

Ashok Rao