

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपती
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI
(An Autonomous Institution under Ministry of HRD, Govt. of India)



MENTORED BY
भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान पुणे
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE
(An Autonomous Institution under Ministry of HRD, Govt. of India)

ADVT. NO: 03_2015

Indian Institute of Science Education and Research Tirupati, is a premier autonomous Institution established by the Ministry of Human Resource Development, Government of India, for promotion of high quality science education and research in the country.

The Institute invites applications for the position of **Security Supervisor on contract basis for IISER Tirupati** from Indian nationals possessing essential and desirable Qualifications and Experience as under:

Post	Security Supervisor (On Contract)
Number of Posts	1 (One)
Consolidated Monthly emoluments	Rs. 30,000/- p.m.
Qualification	Minimum 12 th Std pass from any recognized Board.
Experience	Ex-Serviceman retired as Junior Commissioned Officer (JCO) or above from Army/Navy/Air force
Desirable	1. Trained in Fire Fighting works. 2. Familiarity with Electronic Security Systems. 3. Experience in handling computerized administration works.
Job requirements	The incumbent is responsible for the supervision of outsourced security staff and security operations. Fire fighting. Carry out security administration related work such as planning and scheduling of duty deployment of guards, attendance, leave records and verifying the salary bills of guards. Organizing Republic day and Independence day functions.
Age	Not more than 55 years as on closing date of advertisement
Last date of application	June 30, 2015

General Information / details about the post

- 1) In case of Applicants working in Govt. organization/Public sector undertaking/ Govt. funded research agencies should forward their application through proper channel. However, the applicant should apply online before the last date.
- 2) Applicants for the position will be paid consolidated emoluments only.
- 3) The qualification prescribed should have been obtained from recognized Boards / Universities / Institutions.
- 4) The prescribed essential qualifications/experience indicated are bare minimum and mere possessions of same will not entitle the applicants to be called for interview. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the Institute to interview all the applicants. The Institute may restrict the number of applicants to be called for selection process to a

reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The applicants should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications / experience prescribed along with attested photocopies of marks sheets / certificates at the time of Interview.

- 5) Interview will be held at Tirupati. The time, date and venue will be informed to the short listed applicants.
- 6) Relaxation in age, educational qualification and / or experience may be considered in case of exceptionally meritorious applicants, with prior approval of the Competent Authority.
- 7) There is no application fee.
- 8) The Institute reserves the right to increase/decrease the number of posts.
- 9) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 10) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.
- 11) Application not in the prescribed format, incomplete in any respect and not accompanied by relevant certificates / documents / photograph will be summarily rejected.
- 12) Institute reserves the right to defer or cancel the advertisement at any stage of processing without assigning any reasons, if required.

HOW TO APPLY:

Last date for submitting online application is June 30, 2015. No need to submit hard copy of the application at this stage.

Interested applicants may apply online in the prescribed application format. Click on the link "Apply Online" available below this advertisement and apply for the post. Please keep your personal details, qualification details, details of references, experience details, other relevant details, soft copy of the passport size photograph with you and printer attached to your desk top before starting online application. In case name of the degree that you possess is not listed in the drop down options, please select "other" and write name of the degree and specialization in the field named as "specialization" and other desired details in the same field.

After you complete the application, click on the "Preview" button. Please see the print preview from browser option and adjust page margins if printable area is not covered. Go to the end of the preview page, click in the box provided for declaration. Before submitting the application click on the "Print" button to take printout of the filled application.

Once you submit the application, you will not be able to retrieve the application for printing / editing / reference. Applicants who have submitted "Online application" only shall be considered for selection process.

Applicants will be informed by email followed by hard copy of the call letter through post / courier. When called for the selection process, applicants will have to bring printed copy of the online application (affix color passport size photograph on application), certificates in support of age, qualification, experience and other documents in support of the information submitted in the online application.