

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI

(An autonomous Institution of Ministry of HRD, Govt. of India)



MENTORED BY
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE

ADVT. NO.: 01/2015

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 following positions from Indian nationals possessing excellent academic record and relevant work experience, who would like to be associated with the administrative activities of the Institute **on deputation/contractual service**:

The details of ESSENTIAL/DESIRABLE Qualifications and experience for various posts are as under:

Post – 1	Assistant Registrar
Number of Posts	2
Scale of Pay for deputationists (Pay Band & Grade Pay)	PB-3 (Rs. 15,600-39,100) + Grade Pay Rs. 5,400 (Total monthly emoluments at minimum pay : Rs. 50,200/- approx. plus deputation duty allowance as per Govt. of India rules)
Consolidated Monthly emoluments for contractual staff	Ranging from Rs. 40,000 - 45,000/- p.m. depending upon the qualification and relevant work experience.
Education and other Qualification	Masters' degree in any discipline with minimum 55% marks/equivalent Grade 'B' in the UGC 7 point scale from a recognized University/ Institute with excellent academic record. Or Minimum five years of post-qualification experience of working in Establishment/Accounts/Academics/Stores & Purchase section, in a responsible Supervisory position of which atleast 3 years in the immediate lower grade i.e Rs.9,300-34,800 with Grade Pay of Rs. 4800/- or with Grade Pay of Rs. 4600/- in a Government funded or private Academic Institute/University
Desirable	i. Qualification in area of Management/Commerce. ii. Experience in handling computerized administration/legal/financial/establishment /academic matters.
Job requirements	Applicants should have knowledge of Government of India rules and regulations, with leadership quality. The applicant will help the Registrar of the Institute in the day to day Administrative/Academic matters. He/she shall be responsible for planning and scheduling of the entire work the section/unit/department well in advance and shall take the periodical reviews of its execution.
Age	Not more than 45 years as on closing date of advertisement

Post – 2	Office Assistant (Multi-Skill)
Number of Posts &	5
Scale of Pay for deputationists (Pay Band & Grade Pay)	PB-1 (Rs. 5,200-20,200) + Grade Pay Rs. 2,400 (Total monthly emoluments at minimum pay : Rs. 23,800/- approx. plus deputation duty allowance as per Govt. of India rules)
Consolidated Monthly emoluments for contractual staff	Ranging from Rs. 15000-18000/- p.m. depending upon the qualification and relevant work experience.
Qualification	Bachelors' degree with minimum 55% marks/equivalent grade and above OR Minimum 2 years post-qualification experience in regular service with Grade Pay of Rs. 2000/- as Junior Assistant or its equivalent.
Desirable	Applicants should have knowledge and hands on experience of day to day office work. Applicants should be proficient in MS-Office and related applications and should be able to work in computerized working environment. Good communication, drafting skills etc.
Experience	In office administrative functions, purchase and stores, academic support functions, accounts etc. preferably in Government Departments / Research organizations / Academic Institutions / University / Public sector undertakings etc. Applicants with relevant work experience from reputed private sector organization / institutions may also be considered.
Job requirements	The incumbent will have to perform all clerical activities, typing letters, maintaining files, accounts work etc. based on their deployment to various sections.
Age	Not more than 35 years as on closing date of advertisement

Post –3	Library Information Assistant
Number of Post	1
Scale of Pay for deputationists (Pay Band & Grade Pay)	PB- 2 (Rs. 9,300-34,800) + Grade Pay Rs. 4,200 (Total monthly emoluments at minimum pay : Rs. 31,800/- approx. plus deputation duty allowance as per Govt. of India rules)
Consolidated Monthly emoluments for contractual staff	Ranging from Rs.18000-20,000/- p.m. depending upon the qualification and relevant work experience.
Qualification	Degree from a recognized University and Bachelors' degree in Library Science obtained after Graduation with 60% and above
Desirable	PG Diploma in Library Automation and Networking or PGDCA or equivalent.
Experience	Minimum 2 years of post-qualification experience in computerized library service
Job requirements	Well-versed with day-to-day library operations
Age	Not more than 40 years as on closing date of advertisement

Post –4	Junior Engineer
Number of Posts	2 (One each for Civil and Electrical)
Scale of Pay for deputationists (Pay Band & Grade Pay)	PB- 2 (Rs. 9,300-34,800) + Grade Pay Rs. 4,200 (Total monthly emoluments at minimum pay : Rs. 31,800/- approx. plus deputation duty allowance as per Govt. of India rules)
Consolidated Monthly emoluments for contractual staff	Ranging from Rs. 18,000-20,000/- p.m. depending upon the qualification and relevant work experience.
Qualification	First class Diploma in Engineering (Civil or Electrical) from a recognized University or Institute with knowledge in Computer Aided Design(CAD) and latest Management Techniques and other relevant Software applications.
Desirable	PGDCA or equivalent from a recognized University/Institute
Experience	Minimum 3 years post-qualification experience in pre-and post-contract management of large construction premises, works consisting of commercial/residential, Institutional Buildings or large townships including service works. Preference will be given to those who have experience in handling works in departments like CPWD/ Government Departments / Research organizations / Academic Institutions / University / Public sector undertakings etc.
Job requirements	The incumbent will supervise all the new construction activities of the Institute, oversee preparation of estimates, tender documents, day-to-day supervision and handling contractual matters and maintenance works
Age	Not more than 40 years as on closing date of advertisement

Post –5	Technical Assistant(Laboratory)
Number of Posts	3 (One each for Physics, Chemistry and Biology)
Scale of Pay for deputationists (Pay Band & Grade Pay)	PB- 2 (Rs. 9,300-34,800) + Grade Pay Rs. 4,200(Total monthly emoluments at minimum pay : Rs. 31,800/- approx plus deputation duty allowance as per Govt. of India rules)
Consolidated Monthly emoluments for contractual staff	Ranging from Rs.18,000-20,000/- p.m. depending upon the qualification and relevant work experience.
Qualification	Bachelors' Degree with 60% and above in Physics/Chemistry/ Biology or equivalent degree with three years of post-qualification experience OR Post Graduate Degree in Science in Physics/Chemistry/ Biology from a recognized University/Institute.
Desirable	PGDCA or equivalent from a recognized University/Institute
Experience	In working in Universities/Colleges/Research Institutes/Public Sector Undertakings/Institutes of national importance/Reputed industries etc. in handling sophisticated lab./Analytical Equipments like spectrophotometers advanced imaging techniques like live cell

	imaging, confocal microscopy etc. and basic data and image processing. Knowledge of basic concepts of light microscopy and optics
Job requirements	The incumbents are expected to keep stock of consumables and spares required for the instruments in their respective departments and assist the faculty in conducting experiments/practical for students. They should have the ability to train students in basic principles of microscopy and analytical instruments. They are expected to assist in proper upkeep and maintenance of equipments.
Age	Not more than 40 years as on closing date of advertisement

Post –6	Technical Assistant(Information Technology)
Number of Post	1
Scale of Pay for deputationists (Pay Band & Grade Pay)	PB- 2 (Rs. 9,300-34,800) + Grade Pay Rs. 4,200 (Total monthly emoluments at minimum pay : Rs. 31,800/- approx plus deputation duty allowance as per Govt. of India rules)
Consolidated Monthly emoluments for contractual staff	Ranging from Rs. 18,000-20,000/- p.m. depending upon the qualification and relevant work experience.
Qualification	Diploma in Computer Engg. Or B.E./B.Tech in Computer Engg.or M.Sc in Computer Science OR MCA with minimum 55% or equivalent degree
Desirable	Ability to maintain open source software and systems, adhering trouble shooting of PCs and services. Management of modern audio visual equipments, ability to work in LAN and good understanding of network infrastructure
Experience	In case of Diploma holders post-qualification experience of 4 years / in case of Bachelors' Degree holders post-qualification experience of 2 years/in case of Masters' degree holders post-qualification experience of 1 year in working in any Universities/Colleges/Research Institutes/Public Sector Undertakings/Institutes of national importance/Reputed industries etc. The experience will be in the area of System Administration of Windows and Linux based servers and clients in a networked environment
Job requirements	The incumbents are expected to maintain the computer systems and server, network hardware/software, resolving the problems at the client level.
Age	Not more than 40 years as on closing date of advertisement

Post –7	Teaching Assistant
Number of Posts	3(one each in Physics/Chemistry/Biology)
Consolidated Monthly emoluments for contractual staff	Ranging from Rs. 18000-20000/- p.m. depending upon the qualification and relevant work experience.
Qualification	M.Sc in Biology/Biotechnology/Physics/Chemistry with minimum 55% or equivalent degree

Desirable	Knowledge of Basic Principles of Spectroscopy/analytical instruments. Handling Lab. Equipments./chemicals.
Experience	3 years of post qualification experience in teaching in any Universities/Colleges/Research Institutes/Institutes of National importance etc.
Job requirements	The incumbents are expected to assist in teaching the respective departments, keeping the students aware of various lab. Instruments and chemicals assist the faculty in designing/conducting lab. experiments/practicals for students
Age	Not more than 40 years as on closing date of advertisement

Post –8	Laboratory Technician
Number of Posts	3(one each in Physics/Chemistry/Biology)
Scale of Pay for deputationists (Pay Band & Grade Pay)	PB-1 (Rs. 5,200-20,200) + Grade Pay Rs. 2,800 (Total monthly emoluments at minimum pay : Rs. 27,000/- approx. plus deputation duty allowance as per Govt. of India rules)
Consolidated Monthly emoluments for contractual staff	Ranging from Rs. 15,000-18,000/- p.m. depending upon the qualification and relevant work experience.
Qualification	B.Sc in Biology/Biotechnology/Physics/Chemistry with minimum 55% or equivalent degree
Desirable	Knowledge of safe handling of sophisticated instruments. Handling of chemicals. Helping in procurements of spares.
Experience	3 years of post qualification experience in working in any Universities/Colleges/Research Institutes/Institutes of national importance etc.
Job requirements	The incumbents are expected to assist the respective departments in preparing the solutions, Autoclaving of glassware, handling consumables and spares required for the instruments and assist the faculty in designing/conducting lab. Experiments/practical for students
Age	Not more than 35 years as on closing date of advertisement

General Information / details about the post

- 1) The applicants working under the Central/State Governments/Universities/ Recognized Research Institutes or Institutes of National importance or Govt. Laboratory or PSU holding **analogous post possessing relevant educational qualification and experience may apply for deputation**. They will be eligible for other benefits like Medical, LTC, Children Education Allowance etc. as per the Government/Institute norms.
- 2) In case of deputation 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. Pay and allowances of such incumbent may be protected as per Govt. of India rules.
- 3) The above post is as per the Central Government pay scales and carry allowances like Dearness, House Rent and Transport allowance as per Govt. of India rules applicable to the employees stationed at Tirupati. This is applicable in case of deputation only.

- 4) Those applicants applying for contract position will be paid consolidated emoluments only.
- 5) The qualification prescribed should have been obtained from recognized Universities/ Institutions.
- 6) Post may be filled from the applicants belonging to Physically Handicapped category if found suitable.
- 7) Age relaxation will be considered in case of SC/ST/OBC/Physical handicapped and Ex-servicemen applicants as applicable.
- 8) The prescribed essential qualifications/experience indicated are bare minimum and mere possession 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.
- 9) Written Examination and/or Interview will be held at Tirupati. The time, date and venue will be informed to the short listed applicants.
- 10) Relaxation in age, educational qualification and / or experience may be considered in case of exceptionally meritorious applicants, with prior approval of the Competent Authority.
- 11) Separate application is required for each post.
- 12) There is no application fees.
- 13) The Institute reserves the right to increase/decrease the number of posts.
- 14) Higher Basic Pay with emoluments may be offered to the exceptional qualified and deserving applicants with higher experience.
- 15) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 16) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.
- 17) Application not in the prescribed format, incomplete in any respect and not accompanied by relevant certificates / documents / photograph will be summarily rejected.
- 18) 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 April 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.

List of applicants shortlisted for selection process shall be put up below this advertisement with details of date, time and venue. Applicants will be informed by email only and no separate communication will be sent.

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.

Advt. No. 01/2015. IISER-T/Rect./ 13-04-2015

Registrar