

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.: 06/2015

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 position 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 are as under:

Post – 1	Assistant Registrar
Number of Post	1
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. 51590/- approx. plus deputation duty allowance as per Govt. of India rules)
Consolidated Monthly emoluments for contractual staff	Rs. 44,750/-p.m. depending upon the qualification and relevant work experience.
Educational 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.
Experience	Minimum three years of post-qualification experience in handling Establishment, Stores & Purchase section, in an Educational Institute funded by Government of India/State Government or any reputed 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 matters in the areas of Establishment and Stores & Purchase. 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 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) There is no application fee.
- 12) The Institute reserves the right to increase/decrease the number of posts.
- 13) Higher Basic Pay with emoluments may be offered to the exceptional qualified and deserving applicants with higher experience.
- 14) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 15) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.
- 16) Application incomplete in any respect will be summarily rejected.
- 17) 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 December 14, 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. 06/2015. IISER-T/Rect./ 24-11-2015

Registrar