



## भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपती

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI  
Transit Campus - Sree Rama Engineering College Campus, Rami Reddy Nagar,  
Karakambadi Road, Mangalam (P.O.), Tirupati – 517 507.



MENTORED BY

## भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान पुणे

Indian Institute of Science Education and Research Pune

[www.iiserpune.ac.in](http://www.iiserpune.ac.in)

**ADVT. NO.: 07/2016**

**(Last date of submission of online applications – July 25, 2016)**

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 online applications for the following position purely on contractual basis at **IISER Tirupati** from Indian nationals possessing excellent academic record and relevant work experience:

Post	Manager – Dining Services
No of Posts	One
Consolidated Emoluments	Starting from Rs. 30,350/- per month depending upon qualification and experience.
Qualification & Experience	Bachelor's or Master's Degree in Hospitality / Hotel Management from recognized University / Institute. Knowledge of Computer applications viz. Word Processing, Spread Sheet etc.
Desirable	Minimum 3 years of work experience in Five Star Hotel / Autonomous Bodies / Central Government Organization / Reputed Private Organization.
Job Requirements	Handling day to day activities of Student Mess, Institute event catering and other allied services.
Tenure of appointment	Initially for a period of one year extendable for further period subject to performance review and need for services.
Age	Not more than 35 years as on closing date of advertisement

### **General Information / details about the post**

- 1) The qualification prescribed should have been obtained from recognized Universities / Institutions.
- 2) Age relaxation as applicable to SC/ST/OBC/Physically Handicapped applicants will be considered as per the Government of India norms.
- 3) The prescribed essential qualifications/experience indicated are bare minimum and mere possessions of same will not entitle the applicants to be called for the selection process. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the Institute to call all the applicants for the selection process. 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 fields, over and above the minimum prescribed. Documentary evidence will be verified during the selection process.

- 4) Relaxation in age, educational qualification and / or experience may be considered in case of exceptionally meritorious applicants, with prior approval of the Competent Authority.
- 5) Incumbent will be paid consolidated emoluments only.
- 6) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 7) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.
- 8) Institute reserves the right to defer or cancel the advertisement at any stage of processing without assigning any reasons.
- 9) Application incomplete in any respect will be summarily rejected.
- 10) The date, time and venue for selection process will be informed to the short listed applicants by Email / Post.

### **HOW TO APPLY:**

**Last date for submitting online application is July 25, 2016. No need to submit hard copy of the application at this stage.**

Interested candidates fulfilling the eligibility as per the above given criteria 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 its specialization in the field named as “specialization”.

### **In case the applicant has completed the degree/s, course/s through Distance learning / Correspondence / Part –Time method:**

- In addition to the specialization (subject/s), please mention in the Specialization field if the particular degree / course has been done through Distance / Correspondence / Part time as the case may be.
- In case the degree / course is completed through Private College / Institute not affiliated to any University, mention Private in the Specialization field in addition to the specialization subject/s.

Relevant information not covered in the application may be entered in the row named as “Any other relevant information”.

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. Please keep one copy for your record.

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

**When called for the selection process, you will have to bring printed copy of the online application (affix color passport size photograph on application form), certificate in support of age, certificates of educational qualification, experience certificates and other documents in support of the information submitted in the online application. The applicant must also bring all the original certificates for the purpose of verification, along with one set of self attested photocopies of the above mentioned documents.**

**Advt. No. 07/2016.IISER-T/Rect/14-07-2016**

**Registrar**