



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI

(An Autonomous Institute under Ministry of Human Resource Development, Govt. of India)
Transit Campus : C/o. Sree Rama Engineering College Campus, Karakambadi Road,
Mangalam B.O., Tirupati – 517 507, Andhra Pradesh, India.

ADVT. NO.: 01/2017 (Apply on or before February 15, 2017)

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 from Indian nationals possessing excellent academic record and relevant work experience for the following Non-teaching positions:-

1	Name of the post	Technical Officer (IT)
2	Number of posts	01 (UR -1)
3	Scale of pay (Grade Pay, Band Pay)	PB – 3 (Rs. 15600 – Rs. 39100) with Grade Pay of Rs. 5,400/-
4	Qualification	B.E./B.Tech. in IT / Electronics / Computers or MCA
5	Job description	Handle end to end IT requirements of the institute including servers, network, wireless, biometric devices, passive cabling, data centre infrastructure services, Threat management devices, storage and backup etc.
6	Age	Not exceeding 35 years.

1	Name of the post	Assistant Registrar
2	Number of posts	02 (UR -2)
3	Scale of pay (Grade Pay, Band Pay)	PB – 3 (Rs. 15600 – Rs. 39100) with Grade Pay of Rs. 5,400/-
4	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.
5	Desirable	1) Qualification in area of Management / Commerce. 2) Experience in handling administration /legal /establishment/academics/purchase & stores.
6	Job description	Applicants should have knowledge of Government of India rules and regulations, with leadership quality. The applicant shall assist the management of the Institute in day to day Administrative matters in the areas of Establishment/ Stores & Purchase/Academics/Legal. The applicant 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.
7	Age	Not exceeding 35 years as on closing date of the advertisement



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1	Name of the post	Nurse
2	Number of posts	01 (UR – 01)
3	Scale of pay (Grade Pay, Band Pay)	PB – 2 (Rs. 9300 – Rs. 34800) with Grade Pay of Rs. 4,600/-
4	Qualification & Experience	B.Sc. in Nursing (4 years) or equivalent degree with minimum 55%marks / equivalent grade with Minimum 3 years relevant experience in hospital recognized by the Central or State Nursing Council.
5	Job description	Assist medical officer of the Institute. Provide general nursing care to patients visiting clinic. Provide medications and injections as prescribed by the doctor. Administer Intravenous Fluids and oxygen; monitor BP, Temperature, Pulse etc. Maintain stock of consumables in the clinic. Facilitate medical gadget requirements of the clinic.
6	Age	Not more than 35 years as on closing date of advertisement

1	Name of the post	Assistant Engineer (Electrical)
2	Number of posts	01 (UR- 01)
3	Scale of pay (Grade Pay, Band Pay)	PB – 2 (Rs. 9300 – Rs. 34800) with Grade Pay of Rs. 4,600/-
4	Qualification:	B.E. / B.Tech. in Electrical Engineering (or) Diploma in Electrical Engineering from a recognized University or Institute.
5	Job Description	Handle all electrical related activities of the campus.
6	Age	Not more than 35 years as on closing date of advertisement.

1	Name of the post	Assistant Engineer (Civil)
2	Number of posts	01 (UR- 01)
3	Scale of pay (Grade Pay, Band Pay)	PB – 2 (Rs. 9300 – Rs. 34800) with Grade Pay of Rs. 4,600/-
4	Qualification:	1) B.E. / B.Tech. in Civil Engineering (or) Diploma in Civil Engineering from a recognized University or Institute. 2) Good Knowledge of latest Auto CAD packages. And knowledge of computer applications like Word, Excel, Power Point etc.
5	Job Description	Handle all civil related works of the campus.
6	Age	Not more than 35 years as on closing date of advertisement.

1	Name of the post	Office Superintendent
2	Number of posts	01 (UR - 01)
3	Scale of pay (Grade Pay, Band Pay)	PB – 2 (Rs. 9300 – Rs. 34800) with Grade Pay of Rs. 4,200/-
4	Qualification	1) Bachelor's Degree from a recognised University/Institute



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		and 2) Knowledge of computer applications like Word, Excel, Power Point etc.
5	Job Description	Manage the activities of establishment /estate /purchase & stores.
6	Age	Not more than 35 years as on closing date of advertisement

1	Name of the post	Technical Assistant
2	Number of posts	08 (UR-5, OBC-2, SC-1)
3	Scale of pay (Grade Pay, Band Pay)	PB – 2 (Rs. 9300 – Rs. 34800) with Grade Pay of Rs. 4,200/-
4	Qualification	First class Bachelors' Degree in Physics/Chemistry/ Biology (or) equivalent degree from a recognized University/Institute OR Post Graduate Degree in Science in Physics/Chemistry/Biology from a recognized University/Institute For Technical Assistant (IT): Diploma in Computer Engg. (or) B.E./B.Tech in IT / Electronics / Computers Engg. or MCA.
5	Job Description	For Technical Assistants (Physics, Chemistry, Biology): 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 equipment's. The incumbents are expected to also assist in teaching the respective departments, keeping and the students aware of various lab, instruments and chemicals, assist the faculty in designing/conducting lab, experiments/ practicals for students. For Technical Assistant (IT): The incumbents are expected to maintain the computer systems and server, network hardware/software, resolving the problems at the client level.
6	Age	Not more than 35 years as on closing date of advertisement

1	Name of the post	Library Information Assistant
2	Number of posts	01 (UR -01)
3	Scale of pay (Grade Pay, Band Pay)	PB – 2 (Rs. 9300 – Rs. 34800) with Grade Pay of Rs. 4,200/-



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4	Qualification	Degree from a recognized University and Bachelors' degree in Library Science obtained after Graduation with 60% and above
5	Desirable	PG Diploma in Library Automation and Networking or PGDCA or equivalent.
6	Experience	Minimum 2 years of post-qualification experience in computerized library service
7	Job Description	Well-versed with day-to-day library operations
8	Age	Not more than 35 years as on closing date of advertisement

1	Name of the post	Office Assistant (Multi Skill)
2	Number of posts	08 (UR-5, OBC-2, SC-1)
3	Scale of pay (Grade Pay, Band Pay)	PB – 1 (Rs. 5200 – Rs. 20200) with Grade Pay of Rs. 2,800/-
4	Qualification	Bachelor's degree with minimum 55% marks / equivalent grade and above.
5	Desirable	Experience In handling Administrative/Legal/Finance & Accounts/Purchase & Stores/Academics
6	Job Description	The incumbent will have to perform all activities, typing letters, maintaining files, stores & purchase, accounts, administrative & establishment work, academic work etc. based on their deployment to various sections.
7	Age	Not more than 35 years as on closing date of advertisement

1	Name of the post	Laboratory Technician
2	Number of posts	03 (UR-3)
3	Scale of pay (Grade Pay, Band Pay)	PB – 1 (Rs. 5200 – Rs. 20200) with Grade Pay of Rs. 2,000/-
4	Qualification	B.Sc in Biology / Biotechnology / Physics / Chemistry with minimum 55% or equivalent degree
5	Desirable	Knowledge of safe handling of sophisticated instruments. Handling of chemicals. Helping of procurements of spares.
6	Job Description	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
7	Age	Not more than 30 years as on closing date of advertisement



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GENERAL INFORMATION

- 1) All above posts are as per the Central Government pay scale and carry allowances like House Rent, Transport and Children's Education as admissible to Central Government employees of the respective scale posted in Tirupati.
- 2) These posts will be covered under New Pension Scheme of Govt. of India and incumbent will be eligible for other benefits like Medical, LTC, etc. as per the Government / Institute norms.
- 3) The qualification prescribed should have been obtained from recognized Universities / Institution.
- 4) Age relaxation will be considered in case of SC/ST/OBC/ PWD and Ex-servicemen candidates as applicable under Govt. of India rules.
- 5) Age should not exceed the limit as on the closing date of receipt of application.
- 6) **Application from the candidates working in Government Departments, Public Sector Undertakings and Government Funded Research Agencies must be sent through proper channel and with a clear certificate that the applicant will be relieved within one month of receipt of appointment order, if selected. However, an online application to be submitted before the last date as an advance copy.**
- 7) Candidates applying for more than one post may apply separately for each post.
- 8) The prescribed Essential Qualifications / Experience indicated are bare minimum and mere possession of same will not entitle the candidates to be called for interview/selection process. Where number of applications received in response to an advertisement is large, it may not be convenient or possible to call all the candidates. The Institute may restrict the number of candidates to be called for written exam / skill test / interview to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish full details of qualifications and experience possessed in the relevant fields, over and above the minimum prescribed. Documentary evidences will be verified during the selection process.
- 9) Relaxation in age, educational qualification and / or experience may be considered in case of exceptionally meritorious candidates, with prior approval of the Competent Authority.
- 10) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 11) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.
- 12) Application incomplete in any respect will be summarily rejected.



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HOW TO APPLY

Last date for submitting on-line application is February 15, 2017. Applicants need not send 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 by completing your Registration under the “**New Registration**” link by clicking “**Click here to login here to Apply**”. 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 desktop before starting online application.

In case, name of the degree that you possess is not listed in the drop down option, please select “other” and enter name of the degree, specialization and other desired details in the field named as “specialization”.

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

- 13) **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 other details.**

Detailed instructions for filling the application form is available under the Instructions tab in the website.

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.

List of Shortlisted candidates will be displayed on the Institute’s Website. Applicants are instructed to visit the website regularly. Shortlisted candidates will be informed only by email/post 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 form), **self attested** certificate in support of **age**, mark sheets and certificates of **educational qualification**, **experience** certificate/s, **Caste; Validity; Non Creamy layer** certificate and other documents **in support of the information submitted** in the online application.