



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.

(MENTORED BY IISER PUNE)

ADVT. NO.: 13/2017

(Apply on or before July 07, 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	Superintending Engineer
2	Reservation	UR
3	Number of posts	01
4	Scale of pay (Grade Pay, Band Pay)	PB – 4 (37400 – 67000) with Grade Pay of 8,700/-
5	Essential	Qualifications: First class degree or equivalent grade in Engineering in relevant field from a recognized University / Institute. Experience: 1) 15 years' experience in relevant field as Engineer / (GP of 5400/-) or higher level from CPWD, State PWD or similar organized Central & State Govt. services / semi-Govt. / PSU / Statutory or Autonomous organization / University / Institutions of national importance/ reputed organization under Central / State Govt. of which 5 years should be as Senior Executive Engineer in the GP of 7600/- or its equivalent.
6	Desirable	1) Knowledge of Computer-aided Design (CAD) and latest Management Technology/other relevant software. 2) Proven track record of handling construction projects / consultancy in organizations of repute. 3) Experience of working with high tension lines, electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management etc., as relevant to his specialization.
7	Job requirements	1) The SE shall discharge the duty of coordination, planning, designing and overall control and function of the Civil and Electrical Department of the Institute and responsible for Campus Development. 2) The SE shall coordinate and supervise the activities of divisions employed on construction and/ or maintenance works. 3) The SE shall maintain close liaison with the office of Registrar in regard to works and all technical matters and Administrative matters concerning personnel of various



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		categories. 4) The SE shall prepare budgetary control of the divisions who, in turn, is accountable in this respect to the authority concerned. 5) The SE shall keep a strict watch on expenditure to ensure that there is no excess and that the system of management prevailing in the units is efficient and economical.
8	Age	Preferably below 50 years as on closing date of advertisement

1	Name of the post	Deputy Librarian
2	Reservation	UR
3	Number of posts	01
4	Scale of pay (Grade Pay, Band Pay)	PB – 3 (15600 – 39100) with Grade Pay of 8,000/-
5	Essential	Qualifications: Master's Degree in Library Science / Information Science / Documentation with CGPA of 6.5 in 10 point scale or at least 60% of the marks or its equivalent grade of 'B' in the UGC seven point scale and a consistently good academic record. Experience: 1) Ten years' experience as an Assistant Librarian/out of which at least 5 years to be in a post with AGP of Rs. 6000/- or above. 2) Evidence of innovative Library Service and organization of published work and professional commitment, computerization of library. 3) Knowledge of computer office applications like Word, Excel, Power Point etc.
6	Desirable	Qualification: M.Phil / Ph.D Degree in Library Science/ Information Science / Documentation / Archives and manuscript-keeping / computerization of library. Experience: Minimum 5 years working experience in Central / State Govt. or similar organized services / Semi-Govt. / PSU / Govt. Autonomous organizations / Govt. Universities / Govt. Institutes of national importance.
7	Job requirements	1. Develop and present recommendations on the formulation of library policies and procedures based upon current and emerging trends in library operations. 2. Shall maintain the record of books under different heads and procure the books as per the requisitions received from the staff and Institute authorities. 3. Oversee and evaluate, either directly or indirectly, the public service activities of the Library. 4. Develop and direct the implementation of work standards for the library, integrating the use of technology and the application



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		of new techniques into work processes. 5. Plan, organize, coordinate, and supervise library employees and the functions of the library and oversee the preparation of Library schedules. 6. Provide leadership and promote staff development and training programmes. 7. Participate in the preparation of statistical or narrative reports, and in the preparation and administration of departmental budgets.
8	Age	45 years as on closing date of advertisement

1	Name of the post	Deputy Registrar (Finance & Accounts)
2	Reservation	UR
3	Number of posts	01
4	Scale of pay (Grade Pay, Band Pay)	PB – 3 (15600 - 39100) with Grade Pay of 7,600/-
5	Essential	Qualification: Post Graduate Degree in Commerce /Finance with minimum 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognized University/Institute. Experience: 9 years' of experience in post carrying Grade of Rs. 5,400/- and above or in an equivalent post with experience in Finance and Accounts in large organizations preferably in Government / University / Autonomous Research or Academic Institution, OR 5 years of experience in Finance and Accounts as Assistant Registrar or equivalent post in Grade Pay of Rs. 5400/-,
6	Desirable	Qualification: Preference will be given to applicants qualified CA/ICWA along with good academic record. Experience: Applicants should have sound knowledge of the Central Government Rules related to Finance and Accounts including preparation of Statement of Accounts, Budget Estimates, FR & SR, GFR and Audit of Accounts. Working experience in computerized accounting system and accounting software.
7	Job requirements	Budgeting, management of funds, cash and banking operations, pay roll management, foreign exchange transactions, closing of annual books of accounts, statutory returns, etc.
8	Age	Preferably below 45 years as on closing date of advertisement

1	Name of the post	Executive Engineer (Electrical)
2	Reservation	UR
3	Number of posts	01
4	Scale of pay (Grade Pay, Band Pay)	PB – 3 (15600 - 39100) with Grade Pay of 6,600/-



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5	Essential	Qualifications: First class degree or equivalent grade in Engineering (Electrical) from a recognized University / Institute. Experience: 5 years' experience in relevant field as Engineer / Asst. Engineer (in PB-3 and GP of 5400/-) from CPWD / State PWD or similar organized services semi-Govt. / PSU / Statutory or Autonomous organization / Universities / reputed Institute or organizations under Central / State Govt.
6	Desirable	Knowledge of Computer- aided Design (CAD) and latest management Technology/other relevant software. 1) Proven track record of handling projects/ works in reputed institute or organizations of relevant magnitude and qualities. 2) Experience of working with high tension lines, electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management etc., as relevant to the profession.
7	Job requirements	Responsible for overall Campus Electrical Works Execution, Installation & Maintenance of Sub-Stations, Supervision, Operations and Maintenance of all Electrical facilities, Preparation of Tender Documents, NIT's, NIQ's etc. Responsible for development of Electrical Works in New Campus, Quality Assurance, Inspection activities in Electrical discipline and other electrical systems.
8	Age	Not exceeding 35 years

1	Name of the post	Private Secretary
2	Reservation	UR - 2
3	Number of posts	02 (01 – Director' Office, 01 – Registrar' Officer)
4	Scale of pay (Grade Pay, Band Pay)	PB – 2 (9300 - 34800) with Grade Pay of 4,600/-
5	Essential	Qualifications: Graduate with minimum 55% from a recognized Board or University. Minimum English short hand speed of minimum 100 w.p.m. in Stenography. Minimum typing speed of 40 w.p.m. in English. Proficient with all MS-Office applications.
6	Desirable	Knowledge of typing in Hindi.
7	Job requirements	Providing secretarial assistance to Director / Registrar. Maintaining all statistical records / data. Any other work as assigned by the higher officers from time to time.
8	Age	Not more than 35 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.
Application incomplete in any respect will be summarily rejected.

HOW TO APPLY

Last date for submitting on-line application is July 07, 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.



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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:

- 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 colour 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.

Advt. No. 13/2017/IISER-T/Rect/16.06.2017

Registrar