



# भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI

(An Autonomous Institute under Ministry of Education, 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.: 15/2022 (Apply on or before May 25, 2022)

Indian Institute of Science Education and Research, Tirupati, is a premier Autonomous Institute of National Importance established by the Ministry of Education, Government of India, for promotion of high quality science education and research in the country.

The Institute invites online applications from Indian nationals possessing excellent academic record and relevant work experience for the following regular position:-

|   |                                      |   |
|---|--------------------------------------|---|
| 1 | Name of the post                     | Office Assistant (Multi-Skill) – (Group – C)  |
| 2 | Number of posts and Reservation      | 01 - OBC  |
| 3 | Pay Level/ Pay Band                  | Level - 5 as per VII CPC  |
| 4 | Essential Qualification & Experience | Bachelor's degree from a recognized University or Institute in any discipline with six years of relevant experience in Administration / Academics / Purchase & Stores / Accounts / IT / Engineering.<br><br>(or)<br>Master's degree from a recognized university or any Institute in any discipline with four years of relevant experience in Administration / Academics / Purchase & Stores / Accounts / IT / Engineering. |
| 5 | Desirable                            | Proficiency in computer skills, good drafting and noting skills etc. Knowledge of Government Procedures, Rules etc. Experience in Government Organizations / Government Educational Institutes / Government Autonomous bodies / Institutions of National Importance / University etc. will be preferred.  |
| 6 | Job Description                      | The incumbent is expected to work in Administration / Academics / Stores & Purchase and Accounts etc.   |
| 7 | Age                                  | Not more than <b>42</b> years as on closing date of advertisement (including OBC relaxation).   |

### **GENERAL INFORMATION / DETAILS ABOUT THE POST**

- 1) Candidates should fully satisfy themselves before applying that they possess the qualification and experience etc. as laid down in this advertisement.
- 2) The applicant will be responsible for the authenticity of information / documents and photograph submitted. It is the responsibility of the candidate to assess his / her own eligibility to the post(s) for which he/she is appearing in accordance to this advertisement. If it is detected at any time in future, during the process of selection or even after appointment that the candidate was not eligible as per the prescribed Recruitment Rules of the Institute which could not be detected at the time of selection



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for whatsoever reason, his/her candidature/appointment shall be liable to be cancelled/terminated immediately.

- 3) The above post is as per the Central Government pay scales and carry allowances like House Rent, Transport and Children's Education as admissible to Central Government employees of the respective pay level posted in Tirupati.
- 4) The post 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.
- 5) The qualification prescribed should have been obtained from recognized Universities / Institutions.
- 6) Age relaxation as admissible to Physically Handicapped / Ex-Serviceman applicants shall be considered as per Government of India norms. Such candidates must ensure that they are entitled to relaxation and possess the valid certificates / documents prescribed by Gol in support of their claim.
- 7) Age relaxation for Departmental Candidates shall be as per Gol norms.
- 8) If a candidate indicates in his/her application form for IISER Tirupati that he/she belongs to General Category but subsequently writes to the IISER Tirupati to change his/her category to a reserved one, such request will not be entertained.
- 9) A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belongs is included in the list of reserved communities issued by the Central Government.
- 10) Candidates seeking reservation benefits available for the respective categories must ensure that they are entitled to such reservation as per eligibility prescribed in Government of India (Gol) orders and possess the valid certificates in the format prescribed by Gol in support of their claim.
- 11) As the post is reserved for OBC, candidates must ensure that their caste should be in the central list of OBCs and should be in the Non-Creamy Layer Category.
- 12) The caste certificate should specifically indicate that the candidate does not belong to the Persons/Sections (Creamy Layer) mentioned in Column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93- Estt. (SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-Estt.



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(Res) dated 09.03.2004, 27.05.2013, 13.09.2017 and further revision if any received till the closing date for ONLINE Registration. The candidate should ensure that he/she belongs to the OBC- Non-Creamy Layer category while applying for the post against this notice. Candidates should upload a valid OBC-NCL certificate in the prescribed format while filling the online application. Further, in addition to the Community Certificate (OBC-NCL), a declaration if required has to be furnished by the candidate during Document Verification, that he/she does not belong to the creamy layer, otherwise, their claim for reserved status (OBC-NCL) will not be entertained. **Certificate should have been issued on or after 30.04.2021.**

- 13) Once a candidate has chosen a reserved category, no request shall be entertained for change to other reserved category viz. SC to ST, ST to SC, OBC to SC/ST or SC/ST to OBC, SC to EWS, EWS to SC, ST to EWS, EWS to ST, OBC to EWS, EWS to OBC (or) any other such requests.
- 14) In case of a candidate unfortunately becoming physically disabled during the course of the recruitment process, the candidate should produce valid document showing him/her acquiring a disability to the extent of 40% or more as defined under The Rights of Persons with Disabilities Act, 2016 to enable him/her to get the benefits of PwBD reservation for posts reserved under PwBD quota.
- 15) Number of posts indicated may increase or decrease as per the Institute requirement.
- 16) The Institute reserves the right to not to fill the post advertised and rejecting any or all of the applications without assigning any reason thereof.
- 17) Age should not exceed the limit as on the closing date for receipt of application.
- 18) Positions may be filled from the applicants from Physically Handicapped Category (Persons with disabilities) if found suitable, even if the post is not reserved under PwD category. Therefore, PwD candidates are encouraged to apply.
- 19) IISER Tirupati strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- 20) 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 (if selected) will be relieved within one month of receipt of appointment order along with Vigilance Clearance Certificate.** However, online application may be submitted before the last date as an advance copy. **Candidates who have not applied through proper channel, they must mandatorily submit NoC at the time of appearing for Written Examination/Interview, failing which the candidate will not be allowed for Written Examination/Interview.**



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- 21) 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 the 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 of qualification and experience will be verified during the selection process. Any discrepancy found in documents of candidates will lead to cancellation of their candidature.
- 22) A duly constituted Screening Committee will adopt screening criteria for short-listing the candidates. The Institute, at its discretion, may restrict the number of Candidates to a reasonable limit by any or more of the following methods as decided by a duly constituted Screening Committee:
- on the basis of either qualifications or experience higher than the minimum prescribed in the advertisement; or
  - on the basis of experience in the relevant field; or
  - by counting experience before or after the acquisition of essential qualifications.

The candidate should therefore, mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with documents. It is the responsibility of the candidate to check his eligibility before applying.

- 23) Age, Qualifications and Experience will be reckoned as on the last date of receipt of applications. Legible scanned copies of all certificates must be uploaded with the application. Candidates in Central Government service seeking age relaxation have to upload their service certificate indicating date of birth and length of service.
- 24) Decision of the Institute in all matter relating to the eligibility of the candidate, screening / Skill / Written test and selection would be final and binding on all the candidates.
- 25) The appointment of the selected candidates will be subject to their being found medically fit as per the requirements of the Institute.
- 26) The Institute shall verify the antecedents or documents submitted by a candidate at any time, at the time of appointment or during the tenure of the services. In case, it is detected that the documents submitted by the candidates are fake or the candidate has doubtful /unacceptable antecedents /background and has suppressed the said information, then his / her services shall be terminated forthwith and in addition, legal action may be initiated against such candidates / employees as per law.



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- 27) In case of any corrigendum / addendum pertaining to this advertisement, the same shall be published in the Institute's website only.
- 28) All the future correspondences regarding the further selection process, shortlisting of candidates and important dates like written test, Interview etc. shall be communicated through email only. It shall be the responsibility of the candidates to monitor the same in all folders of their email.
- 29) Canvassing in any form and / or bringing any influence, political, or otherwise, will definitely be treated as a disqualification for the post applied for.
- 30) Application incomplete in any respect will be summarily rejected.
- 31) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 32) **An application fee of Rs. 750/- is to be paid while filling the online application. Fee waiver is applicable to PWD candidates only.**
- 33) The application fee once paid will not be refunded or re-adjusted under any circumstances.
- 34) The Written test / interview / personality test / skill test will be held offline or online as per requirements and decision of the Institute. Candidates will be duly informed of the same through appropriate notification in the website.

**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 through email only and no separate communication will be sent.**

Candidates are required to submit the application online only in the link:  
<https://iisertirupatint.samarth.edu.in>

Last date for submitting on-line application is **May 25, 2022.**

Advt.No.15/2022/IISER-T/Rect./30.04.2022

Sd/-  
Registrar