



ADVT. No.: 19/2018
(Apply on or before October 19, 2018)

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	Assistant Librarian
2	Number of posts	01
3	Pay Level (Academic)	Level - 10 in the Pay Matrix with Entry Pay Rs. 57,700 as per 7th CPC
4	Educational and other qualifications Essential:	(i) Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with CGPA of 6.5 in 10-point scale or at least 60% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with superior knowledge of computerized library service. (ii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. (iii) However, candidates, who are or have been awarded Ph.D. degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET / SLET / SET for recruitment and appointment as Assistant Librarian.
5	Desirable	1) PG Diploma in Library Automation and Networking or PGDCA or equivalent. 2) NET/SLET/SET qualified candidates shall be preferred.
6	Job Description	1) To interact with the academic community, students of the Institute in order to determine their requirements of reading materials, and acquires the same for the library. 2) To classify the documents bringing out their contents in class numbers, provide reference services and documentation services to the faculty members, research scholars and students. 3) To strengthen the Institute's current active role in various inter-institutional consortia and professional bodies, coordinating their activities, and liaising with local and national institutes' libraries for exchange of information and for resource sharing.



		4) Prepare bibliographies and indexes. 5) Act as the liaison between the Librarian/Deputy Librarian, students and staff for communication purposes and to supervise the activities of the Library. 6) To prepare, collect, maintain and disseminate information about IISER Tirupati's publications and other research and development activities. 7) To attend correspondence relating to the Library. 8) Any other duties assigned from time to time.
7	Age	Not more than 35 years as on closing date of advertisement

1	Name of the post	Laboratory Technician (Physics)
2	Number of posts	01
3	Pay Level/ Pay Band	Level - 3 in the Pay Matrix as per 7th CPC
4	Qualification	B.Sc or equivalent degree in Physics from a recognized University/Institute
5	Desirable	Knowledge of safe handling of sophisticated instruments. Handling of chemicals. Helping of procurements of spares.
5	Job Description	The incumbents are expected to keep stock of consumables and spares required for the instruments in their respective department and assist the faculty in conducting experiments / practicals for students.
6	Age	Not more than 27 years as on closing date of advertisement

GENERAL INFORMATION / DETAILS ABOUT THE POST

- 1) Candidates should satisfy themselves before applying that they possess the qualification and experience etc. laid down in the advertisement.
- 2) The applicant will be responsible for the authenticity of submitted information / documents and photograph. 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 the 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 for whatsoever reason; his/her candidature/appointment shall be liable to be cancelled/terminated immediately.
- 3) 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 pay level posted in Tirupati.



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 P.O, Tirupati – 517 507, Andhra Pradesh, India.

- 4) 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.
- 5) The qualification prescribed should have been obtained from recognized Universities / Institution.
- 6) Age relaxation as per Govt. of India norms.
- 7) 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 (GoI) orders and possess the valid certificates in the format prescribed by GoI in support of their claim.
- 8) In case of posts reserved for OBC, their caste should be in the central list of OBCs and they should be in the Non Creamy Layer Category.
- 9) Number of posts indicated may increase or decrease as per the Institute requirement.
- 10) 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.
- 11) Age should not exceed the limit as on the closing date of receipt of application.
- 12) Positions may be filled from the applicants from Physically Handicapped Category (Persons with disabilities) if found suitable.
- 13) 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. They are required to submit NOC at the time of appearing for Interview.
- 14) 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.

- 15) Relaxation in age, educational qualification and / or experience may be considered in case of exceptionally meritorious candidates, with prior approval of the Competent Authority.
- 16) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 17) All the future correspondence regarding the further selection process, shortlisting of candidates and important dates like written test, Interview etc. shall be uploaded on the Institute's website (<https://www.iisertirupati.ac.in>). It shall be the responsibility of the candidates to monitor the same.
- 18) The list of shortlisted candidates will be displayed on the Institute Website.
- 19) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.
- 20) Application incomplete in any respect will be summarily rejected.

HOW TO APPLY

Last date for submitting on-line application is October 19, 2018. 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:

- Please mention in the Specialization field if the particular degree / course has been done through Distance / Correspondence / Part time as the case may be.



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- 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.
- **Final result declared with CGPA / GPA to be converted in % as per the formula given by the respective University / Institute and to be entered in the respective field.**

While entering the details of employment, details under the column “Pay Scale” should be entered as under:

- 1) In case applicant is/was drawing salary as per the 6th pay scale – Just Enter Pay Band and Grade Pay of the post (Example – PB 3 + GP Rs. 5400/-).
- 2) In case applicant is/was drawing salary as per the 7th pay scale – Just Enter Level (Example – Level 5[x] or Level 10[x] as the case may be).
- 3) In case applicant is/was working in PSU – Enter “PSU – (Write Scale)”. Example: PSU-18000-2400-26060.
- 4) In case applicant is/was working in Pvt. Organization then enter “Basic salary” i.e. Rs. 55000 OR Rs.78000.
- 5) In case applicant is/was drawing consolidated pay – enter “Consolidated Pay” i.e. Rs. 55000 OR Rs.78000.

In case of re-appointment / promotion / Up-gradation in different scale while working in the same organization / Institute, please mention on the subsequent row with all required details.

Information not covered in the application may be entered in brief in the field at Sr. 13 “Any other relevant Information”.

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, Government issued valid ID Proof**, 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.19/2018/IISER-T/Rect./26.09.2018

**Sd/-
Registrar**