



**ADVT. NO.: 23/2018**  
**(Apply on or before January 06, 2019)**

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	<b>Technical Officer (Instrumentation)</b>
2	Number of posts and Reservation	<b>01 - UR</b>
3	Pay Level/ Pay Band	Level 10 (Entry Pay Rs. 56,100/-) as per the 7th Pay.
4	Educational and other qualifications	B. E. /B. Tech in Electronics & Instrumentation Engineering with first class or equivalent grade (6.5 in 10-point scale) and consistently excellent academic record.
5	Desirable	Work experience in relevant field, e.g. maintenance of Scientific equipment, system administration, knowledge of calibration, knowledge of analytical instruments, software development, fabrication and support to research.
6	Job Description	The incumbent will be responsible for repair and maintenance of all the State of the art Laboratory & Scientific Equipment's. Actively and enthusiastically participate in the installation, maintenance and routine operation of the Institute's state of the art Laboratory & Scientific Equipment's. The incumbent must assist in designing and conducting experiments for undergraduate teaching and support research work as and when required. Routinely monitor and ensure the performance of all the Equipment's. Incumbent is required to provide technical knowledge in ordering/installation of various sophisticated equipment's. Incumbent should be conversant with the basic principles of operation of various instruments and should be willing to acquire additional knowledge through internet sources and manuals. Periodically arrange technical training sessions to interested students.
7	Age	Not more than 35 years as on closing date of advertisement

1	Name of the post	<b>Physical Education Instructor</b>
2	Number of posts and Reservation	<b>01 - UR</b>
3	Pay Level/ Pay Band	Level - 7 (Entry Pay Rs. 44,900/-) as per 7th CPC.
4	Qualification	First Class Bachelor's Degree in Physical Education.
5	Experience	6 years as Students Activity & Sports (SAS) Assistant



		[In case suitable candidates with six (06) years of experience are not available, candidates with lower experience may also be considered]
5	Job Description	The incumbent will head the sports section, will prepare students for various competitions and organize various sports activities. Also, take care of various requirements regarding Sports and other physical activities for students.
6	Age	Not more than 36 years as on closing date of advertisement.

1	Name of the post	<b>Technical Assistant (IT)</b>
2	Number of posts and Reservation	<b>01 - UR</b>
3	Pay Level/ Pay Band	Level - 6 (Entry Pay Rs. 35,400/-) as per 7th CPC.
4	Qualification	First Class Diploma in IT/Electronics/Computer Engg. (or) B.E./B.Tech in IT / Electronics / Computers Engg.
5	Desirable	PGDCA or equivalent from a recognized Institution.
5	Job Description	1. Mainly responsible for the smooth running of computer systems and ensuring users get maximum benefits from them. 2. Installing and configuring computer hardware operating systems and applications. 3. Monitoring and maintaining computer systems and networks 4. Troubleshooting Audio & Video Equipment of Smart Classrooms 5. Troubleshooting system and network problems and diagnosing and solving hardware or software faults. 6. The incumbents are expected to maintain the computer systems and server, Audio & Video Equipment, resolving the problems at the client level.
6	Age	Not more than 30 years as on closing date of advertisement.

1	Name of the post	<b>Technical Assistant (Physics &amp; Chemistry)</b>
2	Number of posts and Reservation	<b>02 –UR (01 - Physics &amp; 01 - Chemistry)</b>
3	Pay Level/ Pay Band	Level - 6 (Entry Pay Rs. 35,400/-) as per 7th CPC
4	Qualification	Post Graduate Degree in Physics/Chemistry
5	Job Description	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's for students. 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/ practical's for students.
6	Age	Not more than 30 years as on closing date of advertisement

1	Name of the post	<b>Office Assistant (Multi-Skill)</b>
2	Number of posts and Reservation	<b>03 - UR</b>
3	Pay Level/ Pay Band	Level - 5 (Entry Pay Rs. 29,200/-) as per 7th CPC
4	Qualification	Bachelor's degree from a recognized University or Institute in any discipline
5	Desirable	Proficiency in computer skills etc. Good Communication and drafting skills. Knowledge of Government Procedures, Rules etc.
6	Experience	Six Years of Experience in Administration / Academics / Purchase & Stores / Accounts / IT / Engineering from Government Organizations / Government Educational Institutes / Government Autonomous bodies / Institutions of National Importance / University etc. at the level of Junior Office Assistant or equivalent post.  [In case suitable candidates with six (06) years of experience are not available, candidates with lower experience may also be considered]
7	Job Description	The incumbent is expected to work in Administration / Academics / Stores & Purchase and Accounts etc.
8	Age	Not more than 39 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



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**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.

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.
- 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 admissible to Physically Handicapped / Ex-Serviceman applicants shall be considered as per the 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) 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.
- 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) Age relaxation for SC/ST/OBC (NCL) candidate is applicable only if the post is reserved for particular category as per rules.
- 10) Number of posts indicated may increase or decrease as per the Institute requirement.
- 11) 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.
- 12) Age should not exceed the limit as on the closing date of receipt of application.
- 13) Positions may be filled from the applicants from Physically Handicapped Category (Persons with disabilities) if found suitable.
- 14) IISER Tirupati encourages PwD and Women candidates to apply.
- 15) 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



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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.

- 16) 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.
- 17) Relaxation in age, educational qualification and / or experience may be considered in case of exceptionally meritorious candidates, with prior approval of the Competent Authority.
- 18) 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.
- 19) The appointment of the selected candidates is subject to being found medically fit as per the requirements of the Institute.
- 20) 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 candidates has a clandestine antecedents / background and has suppressed the said information, then his / her services shall be terminated and legal action may be initiated against such candidates / employees.
- 21) Candidates desirous to apply for more than one post should apply online for each post separately.
- 22) In case of any corrigendum / addendum pertaining to this advertisement, the same shall be published in the Institute's website only.
- 23) 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.

- 24) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.
- 25) Application incomplete in any respect will be summarily rejected.
- 26) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.

### **HOW TO APPLY**

**Last date for submitting on-line application is January 06, 2019. 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.
- 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 6<sup>th</sup> 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 7<sup>th</sup> 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.



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- 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. 11 “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.23/2018/IISER-T/Rect./07.12.2018**

**Sd/-  
Registrar**