



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI
(An Autonomous Institution of Ministry of Human Resource Development, Govt. of India)
C/o. Sree Rama Engineering College, Karakambadi Road, Mangalam (P.O.),
Tirupati, Andhra Pradesh – 517 507.

ADVT. NO.: 27/2017
(Apply on or before December 11, 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 on regular basis:-

1	Name of the post	Private Secretary
2	Reservation	UR - 2
3	Number of posts	02
4	Scale of pay (Grade Pay, Band Pay)	PB – 2 (9300 - 34800) with Grade Pay of 4,600/-
5	Essential	<u>Qualifications:</u> Graduate with minimum 55% from a recognized Board or University.
6	Desirable	English short hand speed of minimum 100 w.p.m. in Stenography. Minimum typing speed of 40 w.p.m. in English and knowledge of typing in Hindi. Proficient with all MS-Office applications.
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.

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) 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



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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.

- 8) Relaxation in age, educational qualification and / or experience may be considered in case of exceptionally meritorious candidates, with prior approval of the Competent Authority.
- 9) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 10) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.
- 11) Application incomplete in any respect will be summarily rejected.

HOW TO APPLY

Last date for submitting on-line application is December 11, 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:

- 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.



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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. 27/2017/IISER-T/Rect./20.11.2017

Registrar