

ADVT. NO.: 25/2023
(Apply on or before 17:00 Hrs on July 31, 2023)

The Indian Institute of Science Education and Research, Tirupati, is a premier Autonomous Institution 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 applications from Indian nationals possessing excellent academic record and relevant work experience for the following positions purely on **contract basis**:

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| 1 | Name of the post | Security Officer |
| 2 | Number of posts | 01 |
| 3 | Fixed Monthly Remuneration | INR 75,170/- |
| 4 | Essential Qualification & Experience | Bachelor's Degree from a recognized University/ Institute with Minimum 5 years experience in supervising position in Pay Level 10 & above in the Army/Central Paramilitary Forces in Govt. Organization/Government Educational Institutions. Preference will be given to the persons who have served in the Army / Central paramilitary Forces or such uniformed services and possessing a valid arms license. |
| 5 | Desirable Educational Qualifications and Experience | i. Training and handling emergency situation like firefighting, rescue operations, floods, earthquake etc. ii. Possessing a diploma certificate in security operations/ fire safety and disaster management from a recognised University / Institute / reputed organisation. |
| 6 | Job requirements | <ul style="list-style-type: none">• Good verbal & Written communication skill with knowledge of computers and modern Fire Fighting and security monitoring systems and any other as per Institute's requirements.• Candidates with Proficiency in local language would be preferable. |

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| | | <ul style="list-style-type: none"> • Candidates must have experience in direct action, enquiry, crowd control, Police Station Protocols and familiarization with documentation procedures during VIP/VVIP visits, mobile patrol and relevant. • Ensure safe/secure campus and surrounding areas. • Plan, develop and manage appropriate security policy, standards, guidelines and procedures to ensure fool proof maintenance of security. • Reporting of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences. • Liaison with Government Officials and external agencies. • Ensure smooth functioning of Institute Events conducted by students as well as VIP Movements. • Implementation of Identity Passes/Gate Passes/ to allow only authorized man/material in the institute during events and VIP movements. • Installation and Supervision of Fire Fighting Equipment and procedures along with training to staff. • Overall supervision of Institute transportation requirements. • Liaison with the local police and lodging FIR on behalf of IISER Tirupati as and when required. • Helping students of foreign nationals in FRRO Registration. • To handle the security personnel of the Institute, supervise their work and submit a monthly report to the Competent Authority. • Any other duty as may be assigned by the higher authority from time to time. |
| 7 | Age | Below 50 years |

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| 8 | Tenure | For an initial period of one year, renewal shall be subject to satisfactory performance. |
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| 1 | Name of the post | Security Supervisor |
| 2 | Number of posts | 02 |
| 3 | Fixed Monthly Remuneration | INR 47,440/- |
| 4 | Essential Qualification & Experience | Ex-Servicemen / personnel served in Para-Military forces/ Police force who have rendered minimum 10 years of service and should be of the rank Havaldar or above or equivalent rank in Police / Para-Military forces. Should possess educational qualification equivalent to graduation certificate from armed forces or from any recognised University. |
| 5 | Desirable Educational Qualifications and Experience | Good verbal & Written communication skill with knowledge of computers and modern Fire Fighting and security monitoring systems and any other as per Institute requirements. Preferably proficiency in local language. Candidates must have experience in direct action, enquiry, crowd control, Police Station Protocols and familiarization with documentation procedures during VIP/VVIP visits, mobile patrol and relevant. |
| 6 | Job requirements | <ul style="list-style-type: none"> • Supervising all the aspects of security and safety measures for safety of the properties of the Institute • Responsible for proper maintenance of all records relating to movement of men and material, proper deployment of security personnel in all shifts, handling of visitors, working of security cameras, enforcement of security rules, regulations and procedures, etc. • The candidate should be able to work round the clock (24x7) as and when required and attend in person to any security related emergency. • To conduct investigation into the serious cases such as theft, pilferage, accident, sabotage or subversive activities etc. Hence the candidate should be conversant with |

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| | | <p>Security Rules/ Regulations and procedures to deal with local authority of law & order as and when required. Knowledge of local language will be an added advantage.</p> <ul style="list-style-type: none">• The candidate should be well conversant in firefighting arrangement to combat fire in emergency.• Prepare duty rosters of security personnel.• To supervise patrolling around the campus and to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.• Regulate movement of vehicular traffic/parking control within the campus and in front of the gates.• Handling of Institute's Transportation requirements.• Any other duty as may be assigned by the higher authority from time to time. |
| 7 | Age | Below 50 years |
| 8 | Tenure | For an initial period of one year, renewal shall be subject to satisfactory performance. |

How to Apply:-

1. Candidates are required to submit the application online only in the link: <https://iisertirupatiint.samarth.edu.in>
2. List of shortlisted candidates for the further selection process will be notified through email only. Therefore, please mention active Mobile Numbers and Email ID in the application form. Candidates are requested to check their email regularly, including spam folder. The Institute will not be responsible for any loss of e-mail sent due to invalid / wrong e-mail ID provided by the candidate or delivery of e-mails to Spam mail folder or for delay / non-receipt of information, if a candidate fails to access his / her email.
3. Recent passport size photographs and photocopies of relevant certificates and other testimonials in support of age, qualification, experience etc. will be collected at an appropriate stage as desired by the Institute.
4. The applicant will be responsible for the authenticity of information / documents and photographs 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 with this advertisement. If it is detected at any time in future, during the process of selection or even after the appointment that the candidate was not eligible as per the prescribed eligibility criteria in this advertisement, 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.

GENERAL INFORMATION / DETAILS ABOUT THE POST

1. Appointment is purely temporary and contractual and can be terminated at any time without any notice or compensation.
2. The appointed person shall have no claim of appointment / absorption in IISER Tirupati.
3. The qualification prescribed should have been obtained from recognized Universities / Institutions.
4. Candidates should fully satisfy themselves before applying that they possess the qualification and experience etc. as laid down in this advertisement.
5. 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.
6. No TA / DA will be admissible for appearing for the interview.
7. Number of posts indicated may increase or decrease as per the Institute requirement.
8. 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.
9. Age should not exceed the limit as on the closing date for receipt of application.



10. IISER Tirupati strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
11. 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.
12. A duly constituted Screening Committee will adopt screening criteria for short-listing the candidates. In case of large number of 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.
13. 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.
14. The experience certificate(s) shall clearly mention the starting date, ending date of employment, duration of employment (date, month & year) indicating the pay scale with basic pay and/or consolidated pay for the complete period served in that designation/rank/post.
15. The experience certificate(s) should clearly mention the nature of duties performed /experience obtained in the post(s) with duration(s).



16. Appointment letters/Appreciation letter/Pay slips/transfer or promotion orders/office orders/ unsigned experience certificate/ self-employment experience certificate shall not be considered as valid proof of experience. Candidates uploading any such or similar documents which doesnot contain complete information as mentioned in point no. 14 will be summarily rejected
17. Applications submitted with illegible documents will be summarily rejected.
18. Experience Certificate containing all details/designations/ranks held (including present position) must be mandatorily uploaded by the candidate.
19. Hence, applications of candidates who have not uploaded experience certificate shall be rejected and not considered for further process.
20. **In the event of a candidate who had served in multiple positions / designations / ranks in the same organisation, the post wise details of all such posts including starting date, ending date, pay scale with basic pay and/or consolidated pay etc. must be distinctly mentioned in the Experience Certificate. The certificate must contain duration of each post held including the pay level and roles and responsibilities handled in that post. Breakup of all details are to mandatorily provided by the candidate.**
21. 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.
22. In case of any corrigendum / addendum pertaining to this advertisement, the same shall be published in the Institute's website only.
23. Application incomplete in any respect will be summarily rejected
24. Selected candidate will have to join duty immediately on receipt of the offer.
25. No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
26. Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.



27. IISER Tirupati shall not be responsible for any error/ omission/ commission/ suppression of any information provided by the applicants knowingly or unknowingly while filling up the application form. In case the applicants get shortlisted/selected on the basis of incorrect forged/fabricated details, his/her candidature shall be liable to be cancelled at any stage of recruitment or during the tenure of service and appropriate legal action under applicable law shall be initiated against such applicants. IISER Tirupati reserves the right for alteration/ modification/ correction in the notice.

28. Candidates who had applied earlier for the posts of “Security Officer” and/or “Security Supervisor” vide Advt. No. 41/2022 need to re-apply afresh again

29. In case of any difficulty in submitting online application, applicants can report their issues by email to recruitment@iisertirupati.ac.in

Advt. No.25/2023/IISER-T/Rect./01.07.2023

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