

## **Advertisement No.: 30/2023**

### **Recruitment for the post of “Scientific Administrative Assistant” under SERB funded project**

Indian Institute of Science Education and Research (IISER) Tirupati is a premier autonomous Institution established by the Ministry of Education, Govt. of India, for promotion of high-quality science education and research in the country.

The Institute invites applications from India nationals for the following position purely on contract basis:

<b>Name of the post</b>	<b>Scientific Administrative Assistant</b>
Title of the Project	<b>“Study the role of magnetic fields in molecular clouds using HINSA Zeeman measurements”</b>
Funding Agency	SERB, Govt. of India
Research Area	<b>Astronomy and Astrophysics</b>
Principal Investigator	<b>Dr. Eswaraiah Chakali</b>
<b>Project Code</b>	<b>30221101</b>
Minimum qualifications	<b>Essential:</b> Graduate in any discipline <b>Desirable:</b> (experience in handling of radio polarization data, especially, HI Zeeman data is an advantage). Candidates who have submitted MSc/BSMS thesis and awaiting award of degree may also apply. (Must submit degree award/provisional degree copy at the time of joining)
Monthly Emoluments	Rs. 18,000/+8% HRA per month
<b>No.of post</b>	<b>One (01)</b>
Tenure	The initial offer will be for six months and renewable subject to satisfactory performance. The position is temporary and co-terminus with the project.
Age	Max. 50 years
Last date	<b>5.00 P.M. on August 12, 2023</b>

**How to Apply:-**

1. Interested candidates should send the application by email in the prescribed format available below this advertisement (convert into PDF Format) to [eswaraihc@labs.iisertirupati.ac.in](mailto:eswaraihc@labs.iisertirupati.ac.in) i.e., **5.00 P.M. on August 12, 2023** on or before the last date. No other mode of application will be accepted. Please mention the name of the Post and Post Code (**Scientific Administrative Assistant: 30/2023**) in the subject line of the email.

**Note: (Sending only resumes/CV by email will not be considered as complete application).**

2. All shortlisted candidates will be intimated by email only. Therefore, please mention active Mobile Number and Email ID in the application form.
3. Candidates should fully satisfy themselves before applying that they possess the qualification and experience etc. as laid down in this advertisement.
4. Recent passport size photograph and photocopies of relevant certificates and other testimonials in support of age, qualification, experience etc. will be collected at an appropriate stage.
5. The applicant will be responsible for the authenticity of information submitted/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 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 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. The appointment is purely temporary and will terminate automatically without any notice or compensation on termination of the research project.
2. The appointed person shall have no claim of appointment/ absorption in Funding Agency or in IISER Tirupati.
3. Appointment of the applicant will be governed by the terms and conditions of the funding agency particularly applicable to the said project.
4. The qualification prescribed should have been obtained from recognized Universities/Institutions.
5. The prescribed educational qualifications are the bare minimum and mere possession of same does not entitled candidates to be called for interview. Where number of applications received in response to this advertisement is large, it will not be convenient or possible to interview all the candidates. Based on the recommendations of the Screening Committee, the Project Leader may restrict the number of candidates for the interview to a reasonable limit after taking into consideration the qualifications and experience over and above the minimum prescribed in the advertisement. Therefore, it will be in the interest of the candidates, to mention all the qualifications and experience in the relevant field at the time of applying.
6. No TA/DA will be admissible for appearing for the interview.
7. Selected candidates will have to join duty immediately on receipt of the offer.
8. No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
9. Canvassing in any form and/or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.
10. Candidates selected for this position can also apply for the regular PhD program of IISER Tirupati, provided they satisfy eligibility criteria.