

Advertisement No.: 32/2023

Recruitment for the post of “Scientific Administrative Assistant / Field Worker” under funded project

Indian Institute of Science Education and Research (IISER) Tirupati is a premier autonomous Institution 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 for the following position on contract basis:

Name of the post	Scientific Administrative Assistant / Field Worker
Name of the project	Marine Mammal Project Description: This project aims to conduct research on Marine mammal diversity along the Indian coast. https://www.iisertirupati.ac.in/faculty-details/?faculty_id=Bio-8&id=2124
Funding Agency	Marine mammal conservation fund
Principal Investigator	Dr. V. V. Robin
Project Code	30422112
Job description	This position is to help with lab management. Work will include managing laboratory stock of items, creating purchase and other administrative documentation, and assisting with processing field bills and expenses. Part of the job will also include conducting molecular lab work - basic DNA extraction and PCRs.
Minimum Qualifications	Graduate degree with minimum 60% marks or equivalent grade, and 1. Experience with handling administration and finances for about six months 2. Experience with molecular lab work 3. Well-versed with Microsoft Office packages, particularly MS Excel Desirable: <ul style="list-style-type: none">● Knowledge of office procedures● Knowledge of banking procedures● Knowledge of project management● Ability to ride motorbike
Fellowship	<ul style="list-style-type: none">● Rs.18,000/- + 8% HRA per month or According to Gol norms, based on the qualification.
No. of post	One (1)
Tenure	The position is temporary for a period of one year and renewable each year, subject to satisfactory performance for a maximum of three years. The position is co-terminus with the project.
Age	Max. 50 years
Last date	5.00 P.M. on 15th August, 2023

How to Apply:-

1. Applicants should send their application by online form <https://forms.gle/PPFQ4oPo2GzkPFPHA> on or before the last date i.e. **15th August, 2023 by 5.00 P.M.** No other application form will be accepted.
2. List of shortlisted candidates for further selection process will be notified through email only. Therefore, please mention active Mobile Number and Email ID in the application form.
(Tentative Interview date: 19th August 2023 via hybrid mode).
3. 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.
4. 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. 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 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. Candidate selected for this position can also apply for the regular PhD program of IISER Tirupati, provided they satisfy eligibility criteria.