



**ADVT. NO.: 06/2025**  
**(Apply on or before 17.00 Hrs. on July 07, 2025)**

Indian Institute of Science Education and Research, Tirupati, is a premier Autonomous Institute 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 online applications from Indian nationals possessing excellent academic record and relevant work experience for the following positions:-

1.	Post Code	<b>001</b>
2.	Name of the post	<b>Registrar</b>
3.	Tenure of appointment	Tenure not exceeding five years or till attaining the age of 62 years, whichever is earlier.
4.	Mode of Recruitment	<b>Deputation / Contract</b>
5.	Number of posts	<b>01</b>
6.	Group & Pay Level	Group A & Level 14 (Entry Pay Rs.1,44,200/-) as per 7 <sup>th</sup> CPC.
7.	Essential educational qualifications and experience	<b>Qualification:</b> Master's degree with at least 55% marks or an equivalent grade in UGC's grading point scale and; <b>Experience:</b> At least 15 years' experience as Assistant Professor at Pay Matrix Academic Level 11 (or equivalent VI CPC Scale) and above or 8 years of service in the Pay Matrix Academic Level 12 (or equivalent VI CPC Scale) and above including as Associate Professor along with experience in educational administration in the areas of establishment, purchase & stores, engineering, finance, academic, estate management, legal matters etc. <b>OR</b> 15 years of administrative experience, of which 8 years as Deputy Registrar at Pay Matrix Level 12 or equivalent post in Government/Government Research Establishments/ Universities/ Statutory Organizations/ Government Organizations of high repute, with Master's degree with at least 55% marks or an equivalent grade in a point scale.
8.	Job Description	The Registrar is the custodian of records, property and Funds of the Institute, Secretary of Board of Governors, Finance Committee & Senate. Shall perform duties as may be assigned under the NITSER Act, IISER Statutes (or) by the Director. Liaison with the Centre/State/ local government administration/authorities/CPWD/Architects etc. for construction and development of permanent campus. The Registrar is also expected to participate in decision making process at the conceptual level. S/he will



		be the over-all in-charge of Administration, Finance & Accounts, Stores and Purchase, Contract Services, Engineering, Estate etc. The Registrar shall be responsible to the Director for the proper discharge of his functions. He may also be called upon to take up other duties assigned by the Director of the Institute from time to time.
9.	Age	Not more than 56 years as on closing date of advertisement.

1.	Post Code	<b>002</b>
2.	Name of the post	<b>Superintending Engineer</b>
3.	Mode of Recruitment	<b>Direct Recruitment</b>
4.	Number of posts and Reservation	<b>01 – UR #</b>
5.	Group & Pay Level	Group A & Level 13 (Entry Pay Rs.1,23,100/-) as per 7 <sup>th</sup> CPC.
6.	Essential educational qualifications and experience	<p>B.E. / B. Tech. in Civil Engineering with first class or its equivalent Grade with good academic record from a recognized University/Institute.</p> <p>Experience:            With at least 5 years regular service at Pay Level-12 or equivalent or 10 years regular service as Executive Engineer at Pay Level-11 or equivalent; in Central Govt. / State Govt. / Semi- Govt. / PSU / Statutory or Autonomous organization/ Govt. University / Institution of National Importance / reputed organizations under Central Govt. / State Govt. etc., dealing with construction of building projects as per CPWD norms with B.E. / B. Tech. in Civil Engineering with first class or its equivalent Grade with good academic record from a recognized University/Institute.</p>
7.	Job Description	<ul style="list-style-type: none"> <li>The SE shall be responsible for the total campus development to include master planning, environmental impact assessment, site survey, floating of tenders for civil and electrical works.</li> <li>The SE shall coordinate and supervise all the activities related to construction and/or maintenance works.</li> <li>The SE shall maintain close liaison with the office of Registrar with regard to Works / Technical and Administrative matters.</li> </ul>
8.	Age	Not more than 56 years as on closing date of advertisement.

# This is purely Lien Vacancy being notified against an incumbent holding lien on this position.



The candidate to be appointed against this vacancy is likely to be made permanent on successful completion of probation subject to satisfactory performance, if the incumbent holding lien does not repatriate to IISER Tirupati.

In the event of repatriation of the incumbent, the candidate appointed against that particular lien vacancy shall have to vacate the post and his/her services will be terminated/ discontinued from the date of reversion of the incumbent to this position.

### **GENERAL INFORMATION / DETAILS ABOUT THE POSTS**

- 1) It shall be the sole responsibility of the applicant to fully satisfy that the individual possesses the essential qualifications and experience etc. as laid down in this advertisement for the post/s before applying for the position.
- 2) The applicant will be solely and entirely 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 Recruitment Rules of the Institute 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.
- 3) In case of any inadvertent mistake in the process of selection, which is detected at any stage even after the issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication (including the offer of appointment) made to the applicant.
- 4) The qualifications prescribed should have been obtained from the Ministry of Education (MoE)/University Grants Commission (UGC) recognized Universities / Institutions in India (or) abroad. In case of qualification obtained from Foreign Universities, candidates shall produce Recognition Certificate from the Association of Indian Universities (AIU).
- 5) All above posts are as per the pay scales applicable to Central Autonomous Bodies (CAB) and carry allowances like House Rent, Transport and Children's Education as applicable to CAB's and adopted by the Institute.
- 6) These posts are presently covered under the New Pension Scheme of Govt. of India. However, the pension scheme shall change subject to instructions of Govt. as applicable to Autonomous Bodies in future. The incumbent will also be eligible for other benefits like Medical, LTC, etc. as per the Institute norms.



- 7) Age relaxation as admissible to 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 Govt in support of their claim.
- 8) Age relaxation of 10 years in upper age limit shall be allowed to Persons with benchmark disabilities, subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.
- 9) Age relaxation for SC / ST/ OBC (NCL) is applicable, only if the post is reserved for that particular category.
- 10) Age relaxation shall be provided for Departmental employees (Central Govt. bodies /State Govt. bodies /PSU/ Autonomous Bodies of Government of India) as per the Govt of India norms.
- 11) The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates.
- 12) All the applicants have to indicate their actual category / community in the application at the time of filling the application which shall be final and cannot be changed during the entire recruitment process. Requests for change of category will not be entertained.
- 13) Applicants belonging to SC/ST/OBC-NCL/EWS who fulfill the required Educational qualification/Technical/Professional qualifications can also apply against UR vacancies. They will however, have to compete with the UR applicants and will not be eligible for any relaxation.
- 14) Once a applicant has chosen a specific reserved category, no request will be entertained for change to other reserved category viz. SC to ST, ST to SC, OBC to SC/ST or SC/ST to OBC, SC to EWS, EWS to SC, ST to EWS, EWS to ST, OBC to EWS, EWS to OBC (or) any other such requests.
- 15) In case of a applicant unfortunately becoming physically disabled during the course of the recruitment process, the applicant should produce valid document showing him/her acquiring a disability to the extent of 40% or more as defined under the Rights of Persons with Benchmark Disabilities (PwBD) Act, 2016 to enable him/her to avail the benefits of PwBD reservation for posts reserved under PwBD quota.
- 16) Applicants belonging to reserved category viz. SC/ST/OBC-NCL/EWS/PwBD should submit the valid certificate issued by the appropriate authorities authorized to issue as mentioned in the respective category wise Gazette notification. In the absence of such certificate, the applicant (even claiming to be reserved) will be treated under Unreserved Category and will not be eligible for reserved positions.



- 17) The Applicants are required to submit the **VALID** caste/category/disability certificate issued by the Competent authority in the format prescribed by the Government of India for this purpose. The certificates submitted in this regard must be valid and not less than one year old as on the closing date of the advertisement. The Institute will not be responsible for any delay in submission of caste certificate by applicants claiming reservation. Additional time shall **not** be provided for submission/upload of the certificates beyond the due date. It is the responsibility of the applicant to ensure that the certificate submitted/uploaded is in the prescribed format mentioned in the respective Gazette notifications issued by the Government of India and their caste is mentioned in the respective category list (Central List) released by the Government of India.
- 18) Number of posts indicated may increase or decrease as per the Institute requirement.
- 19) 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.
- 20) **IISER Tirupati strives to have a workforce which reflects gender balance and equity and hence women candidates fulfilling the eligibility criteria are encouraged to apply.**
- 21) Positions may be filled from the applicants with Persons with Benchmark Disabilities if found suitable, even if the post is not reserved under PwBD category. Therefore, **PwBD applicants fulfilling the eligibility criteria are encouraged to apply.**
- 22) Application from the candidates working in Central Government, State Government Departments, Public Sector Undertakings and Government Funded Research Agencies must upload their No Objection Certificate with a clear certificate that the applicant (if selected) will be relieved within one month of receipt of appointment order along with the Vigilance Clearance Certificate. Applications without No Objection Certificate and Vigilance Clearance Certificate will be summarily rejected.
- 23) 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 the 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 reserves the right to 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 of qualification and experience will be verified during the selection process. Any discrepancy found in documents of candidates will lead to cancellation of their candidature.





- 24) 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.
- 25) The experience certificate(s) should clearly mention the nature of duties performed /experience obtained in the post(s) with duration(s).
- 26) Appointment letters/Appreciation letter/Pay slips/transfer or promotion orders/office orders/ unsigned experience certificate/ self-employment experience certificate / PPO shall not be considered as valid proof of experience. Candidates uploading any such or similar documents which does not contain complete information as mentioned in point no. 18 will be summarily rejected.
- 27) Experience Certificate must contain all details of all posts/designations/rank held (including present position), at each pay level in a tabular format.
- 28) Applications of the candidates who have not uploaded experience certificate as per the aforementioned format with all details as mentioned above shall be rejected and not considered for further process.
- 29) 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.
- 30) The appointment of the selected candidate will be subject to his/her being found medically fit as per the requirements of the Institute.
- 31) The Institute shall verify the antecedents or documents submitted by an applicant at any time, or during the tenure of the appointment. In case, it is detected that the documents submitted by the applicants are fake or the applicant has doubtful / unacceptable antecedents / background and had suppressed the said information, then the individual's services shall be liable to be terminated forthwith and in addition, legal action may be initiated against such applicants / employees as per law. The appointment orders issued by the Institute to the finally selected applicants, shall be provisional until the clearance of character and antecedents are received by the Institute.
- 32) The Institute reserves the right to revise or modify at any time any conditions of the advertisement by issuing a suitable amendment or corrigendum, as it may deem fit. Such corrigendum / addendum pertaining to this advertisement, shall be published only on the Institute's website.
- 33) All information regarding the selection process shall be uploaded on the Institute's website (<https://www.iisertirupati.ac.in>) only and no separate written correspondence will be sent. It shall be the sole responsibility of the applicants to monitor the same. No



interim enquiries / correspondence / communication of any sort will be entertained on the matter.

- 34) It is the sole responsibility of the applicant to ensure that all the documents uploaded are clear and legible. The Institute will not be responsible for illegible (or) unclear scans uploaded by the applicant. Illegible applications with improper (or) unreadable/unclear scans will be summarily rejected.
- 35) Canvassing in any form and / or bringing any influence, political, or otherwise by an applicant, will lead to disqualification of the applicant from the selection process. All disputes will be subject to jurisdiction of Courts of Law at Tirupati.
- 36) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 37) An application fee of Rs. 1000/- (Rs. 500/- for SC/ST applicants) is to be paid while filling the online application. Fee waiver is applicable to PwBD candidates only.
- 38) The application fee once paid will not be refunded or re-adjusted under any circumstances.
- 39) The Written test (if any) and interview / personality test / skill test will be held offline or online as per the requirements and decision of the Institute. Candidates will be duly informed of the same through appropriate notification in the website only.
- 40) Application submitted without any supporting documents/uploads (or) with unclear scans/illegible uploads (or) incomplete in any respect will be summarily rejected and no further correspondence will be entertained in this regard. Application incomplete in any respect will be summarily rejected.
- 41) No TA will be paid for the candidates for written test / skill test. TA will be paid for those shortlisted for Interview restricted to the Economy Air fare for the shortest route from the Correspondence Address to Tirupati as mentioned in application subject to the following condition: -
  - a. Opt for cheapest flight ticket under economy class among the airlines operating in the concerned sector immediately after downloading the call letter;
  - b. Book the air tickets through the travel agents authorized by Dept. of Expenditure, Ministry of Finance viz. Ashoka Tours & Travels, Balmer & Lawrie and IRCTC only;
  - c. Air Tickets booked through Private travel agents viz. MakeMyTrip, Yatra, Goibibo, Ease My Trip etc. will not be reimbursed;
  - d. On submission of hard copies of Air Tickets (To & fro journeys) showing the details of air fare along with Boarding Pass (For onward journey only) for reimbursement



### **HOW TO APPLY**

- 1) Candidates are required to submit the application online only using the link below:  
<https://iisertirupatint.samarth.edu.in>
- 2) List of shortlisted candidates for the further selection process will be notified through email only. Therefore, applicants are requested to kindly provide 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 emails 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.
- 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.

**Last date for submitting on-line application is 17.00 Hrs. on July 07, 2025.**

**Advt. No.06/2025/IISER-T/Rect./27.05.2025**

**Sd/-  
Registrar (i/c)**