

Advertisement No.: 57/2025

Recruitment for the post of “Scientific Administrative Assistant” under ANRF, Govt. of India 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 the promotion of high-quality science education and research in the country.

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

Name of the post	Scientific Administrative Assistant
Title of the Project	A Quantitative Study of the Deep Geological Structure and Stress Patterns of the Lithosphere Beneath Northeast India and the Bengal Basin: Developing the Understanding of the Origins of Devastating Earthquakes
Funding Agency	ANRF, Govt. of India
Principal Investigator	Dr. Utpal Saikia
Project Code	30225214
Minimum qualifications	<u>Essential:</u> Graduate degree in any discipline <u>Desirable:</u> <ul style="list-style-type: none"> • Graduate degree in Geophysics/BSMS degree • Experience in handling of seismological data is an advantage. • Candidates who have submitted MSc /BSMS thesis and awaiting award of degree may also apply.
Fellowship	INR 24,000/- + 9% HRA
No. of post	One
Tenure	The initial offer will be for Six Months and renewable for subject to satisfactory performance. The position is temporary and co-terminus with the project.
Age	Not more than 50 years as on closing date of advertisement.
Last date	5.00 P.M. on September 30, 2025

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 utpal@labs.iisertirupati.ac.in i.e., **5.00 P.M. on September 30, 2025** 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: 30225214) in the subject line of the email.

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

2. List of shortlisted candidates for further selection process will be notified through email only. Therefore, please mention your active Mobile Number and Email ID in the application form.
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 submitted/ documents and photographs. It is the responsibility of the candidate to assess his / her own eligibility for the post(s) for which he/she is appearing in accordance with this advertisement. If it is detected at any time in the 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. 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 the 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 entitle candidates to be called for interview. Where the 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.

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI

(An Autonomous Institution of National Importance under Ministry of Education, Govt. of India)



6. No TA/DA will be admissible for appearing for the interview.
7. The number of posts indicated may increase or decrease as per the Institute requirement.
8. Selected candidates will have to join duty immediately on receipt of the offer.
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.

Advt.No.57/2025/IISER-T/Rect./16.09.2025

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