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|  | **INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI**  **Yerpedu Mandal, Tirupati: 517 619 (Andhra Pradesh) India**  **Application for the post of “Scientific Administrative Assistant”** |

Insert/paste passport size photograph (image file)

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| **1. Name** (in block letters): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **2. Date of Birth** (DD/MM/YY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **3. Address for Communication:** | **Permanent Address:** |
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| City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Pin :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Pin :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Phone No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \*Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| *\*Please make sure that the e-mail ID is correct and legible.*  **4.Details of University/ Institution Studied (10th onwards, insert cells if necessary):**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Degree / Examination Passed | Subjects/Area of specilaization | Institution | Year of Passing | Average Marks/CGPA | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | |
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| **5. Job Experience (Teaching/Research/Industrial etc.) if any (insert cells if necessary):**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name of the Organization | Designation | Period | | Nature of Work  (e.g. Research/data handling) | | From | To | |  |  |  |  |  | |  |  |  |  |  |   **6. Research project/ Internship: Please explain the research work done (if any) in 100-200 words, also mention research publications from the work, if any.**  **7. In about 100-200 words, please write why you are interested in the proposed research area.**    **8. Mention any techniques/equipment’s you have used during any of your research project.**  **9. References: Please provide us details (Name, Affiliations, Institute, email id) of at least two referees who will be able to write a reference letter for you.** | |
| **10. Personal Information:**   |  |  |  | | --- | --- | --- | | **a** | Nationality |  | | **b** | Gender |  | | **c** | Marital status |  | | **d** | Father’s/Spouse’s Name |  | | **e** | Whether person with disability: Yes/No  (if yes, furnish necessary document) |  | | **f** | Whether belongs to reserved category: SC/ST/OBC |  | | **g** | Whether any of your close relative(s) is / are employed in IISER? If yes, give details: |  | | |
| **11. Mailing information:**  **Send the completed application by email in Adobe PDF format to** [***utpal@labs.iisertirupati.ac.in***](mailto:utpal@labs.iisertirupati.ac.in) **(Mention in the subject line Application for the post of “Scientific Administrative Assistant”) on or before 30th September, 2025.** | |

**(Note: Incomplete applications will not be considered)**

**DECLARATION**

**(To be signed at the time of interview only)**

I hereby declare that I have carefully read the instructions and particulars supplied to me and that the entries made in this application form are correct to the best of my knowledge and belief.

**Place: Signature of the Applicant**

**Date: (To be signed at the time of interview)**

*(The duly filled application form should be sent to us by email. The hard copy printout of this application form signed and dated by the applicant along with recent passport size photograph and photocopies of relevant certificates and other testimonials in support of age, qualification, experience etc. will be collected at the time of joining. Applicant has to bring all the original certificates at the time of joining for the purpose of verification, along with one set of photocopies)*