

Advertisement No.: 26/2026

Recruitment for the post of “Scientific Administrative Assistant” under RNPf 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 purely on a contract basis:

Name of the post	Scientific Administrative Assistant
Name of the project	Bioacoustics Centre India (BCI) Description: The candidate should provide administrative and operational support to ensure the smooth functioning of the team, including support for various activities through routine administrative work, coordination with institute sections, documentation management, and assistance with procurement, accounts, and events.
Funding Agency	Rohini Nilekani Philanthropies Foundation
Principal Investigator	Dr. Robin V. Vijayan
Project Code	30525236
Minimum Qualifications	<u>Essential:</u> Graduate degree in any discipline. <u>Desirable:</u> <ul style="list-style-type: none">• Experience in administrative work in an academic or research environment.• Proficiency in MS Office, documentation, and official correspondence.• Proficiency in MS Office (Word, Excel, PowerPoint)• Good written and verbal communication skills• Strong organisational and multitasking abilities
Fellowship	INR 24,000 + 9%HRA
Age	Not more than 50 years as on the closing date of the advertisement.
No. of post	One (1)
Tenure	The initial offer will be for six months and is renewable subject to satisfactory performance. The position is purely temporary and co-terminus with the project.
Last Date to Apply	April 21, 2026 05:00 PM

HOW TO APPLY: -

1. Applicants should submit their application through the online form <https://forms.gle/bYkRcJrgyrgMdaac8> on or before the last date i.e April 21, 2026 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: April 24, 2026) at IISER Tirupati and hybrid mode.
3. The printout of the application form sent by email, signed and dated by the applicant along with a recent passport size photograph and photocopies of relevant certificates and other testimonials in support of age, qualification, experience etc. would be collected at the time of interview. Applicants must bring all the original certificates at the time of the interview for the purpose of verification, along with one set of photocopies.

GENERAL INFORMATION / DETAILS ABOUT THE POST

1. The appointment is purely temporary and will terminate automatically without any notice 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. 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.