



Date: July 19, 2018

**ADVT. NO.: 23/2018**

**POST: JUNIOR OFFICE ASSISTANT (MULTI-SKILL)  
(RESERVED FOR OBC CATEGORY)**

Number of Positions: 2 (1 Advertised position and 1 against the vacancy arisen due to resignation]

The result of the written examination shall be announced by 03.00 PM on July 30, 2018 at the Venue as well as shall be published on the Institute website.

Document verification of the candidates shortlisted for personal interview shall be carried out on July 30, 2018 starting 03.30 PM at the examination venue.

Interviews for shortlisted candidates shall be conducted on July 31, 2018 starting 10.00 AM. Candidates are requested to plan their journey accordingly.

**Day and Date of Interview** : Tuesday, July 31, 2018

**Reporting Time for Interview** : 09:00 AM

**Venue:** Indian Institute of Science Education and Research Pune  
Main Building (Administration Section)  
Dr. Homi Bhabha Road, (Near National Chemical Laboratory),  
Pune - 411 008  
Reception Tel. No.: 020-25908001

**Candidates are advised to bring the printed copy of the online application along with all the originals and one set of self-attested photo copies of the following documents:**

1. Certificate regarding date of birth
2. Mark sheets and certificates (starting from 10<sup>th</sup> onwards) regarding educational qualification
3. Certificate regarding experience/s (As mentioned in the online application)
4. OBC Caste certificate, OBC Non Creamy Layer Certificate (OBCNC) and validity certificate (as applicable) issued by the competent authority valid as on date
5. In case of candidates currently working in a government funded organization, "No Objection Certificate (NOC)" from the employer
6. One original photo identity proof
7. One recent passport size photograph

No Transport Allowance will be paid for attending the written examination.

Outstation candidates shortlisted for personal interview only will be reimbursed to and fro Second class (Non AC) rail-fare / bus fare (Non AC) for the travel from the communication address to the venue by the shortest route, subject to the production of one side original ticket of travel.

Reimbursement will be made by bank transfer. Therefore, candidates are advised to bring bank details i.e. Bank name, Account number and IFSC code.

Mere appearance for the written examination / personal interview shall not entitle candidate to continue in the selection process which will depend upon he/she fulfilling the eligibility criteria at each stage of the selection process.

**Email is being sent on the email ID and SMS on the mobile number given in the application form by the candidate.**

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