



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान, पुणे

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (IISER), PUNE

(An autonomous Institution of Ministry of HRD, Govt. of India)

1st Floor, Central Tower, Sai Trinity Building, Sutarwadi Road, Pashan, Pune -4110 21

ADVT. NO.: 05/2012

(Apply on or before March 30, 2012)

(Only for Post 6 : Technical Assistant - Information Technology, the last date for the receipt of application (Online + Hard copy) has been extended till April 09, 2012)

Indian Institute of Science Education and Research, Pune, is a premier autonomous Institution established by the Ministry of Human Resource Development, Government of India, for promotion of high quality science education and research in the country.

The Institute invites applications for the following positions from Indian nationals possessing excellent academic record and relevant work experience:

Post - 1	Assistant Registrar (Academic)
Number of Post & Reservation	1 (Unreserved)
Pay Band & Grade Pay	PB-3 (Rs. 15600-39100) + GP Rs. 5400 (TME: Rs. 42000/- approx)
Qualification and Experience	A post-graduate degree with at least 55% marks or equivalent grade and 8 years relevant experience in a responsible supervisory position of which at least 3 years in the immediate lower grade i.e. Rs. 6500-10500 / 7500-12000 (pre-revised) or post carrying grade pay of 4600/4800 in a Government or Private academic institute / University.
Desirable	Knowledge of Government rules and experience of working at supervisory level in Government funded academic Institution. Candidates should have a leadership quality and requisite experience in handling student affairs like admissions, examinations, academic events etc. The candidate should be well acquainted with computer operations and should be able to implement and use office automation tools.
Job Requirements	To help the Registrar in academic matters, under the direction of the Dean/s, etc. right from the advertisement for admission to various programs, monitoring the academic progress, conducting examinations, declaration of results, issue of transcripts, preparation of lecture schedules, arranging for assessments of Ph.D. students, making arrangements for convocation, etc.
Age	Not more than 40 years as on closing date of advertisement

Post - 2	Chief Security Officer
Number of Post & Reservation	1 (Unreserved)
Pay Band & Grade Pay	PB-3 (15600-39100) + GP 5400 (TME: Rs.42000/- approx)
Qualification and Experience	Commissioned Officer of Army/Navy/Air force or Deputy Superintendent of Police with 5 years relevant experience OR Assistant Commandant of Police/Security force or equivalent position in paramilitary services with 9 years relevant experience OR a graduate with 15 years relevant experience with at least 8 years

	experience in supervisory capacity in the police or in big reputed security organization.
Desirable	a) Familiarity with modern electronic security systems. b) Should be able to ride motor cycle and handle fire arms c) Should be of sound health and active habits d) Should be conversant with security rules and procedures to deal with Police and the public e) Should have training in fire-fighting works
Job Requirements	The incumbent is responsible for the security and safety of the entire campus, both within and outside the buildings. He should be able to supervise the security personnel outsourced and conduct frequent safety drills to ensure proper functioning of all the security / fire installations.
Age	Not more than 40 years as on closing date of advertisement.

Post - 3	Senior Technical Officer (Instrumentation)
Number of Post & Reservation	1 (Unreserved)
Pay Band & Grade Pay	PB-3 (Rs. 15600-39100) + GP Rs. 6600 (TME: Rs. 50000/- approx)
Qualification and Experience	1 st class B.Sc. or equivalent with 10 years experience or 1 st class Diploma in Engg./Tech. of 3 years with 10 years experience or 1 st class M.Sc. or equivalent with 8 years experience or B.E./B.Tech. in electrical/electronics/instrumentation with minimum 55% marks / equivalent grade with 5 years experience in handling and maintaining of sophisticate instruments OR M.Tech with 2 years relevant experience.
Desirable	Knowledge of electronics for maintaining analytical instruments such as HPLC, GC-MS, spectrophotometers, fluorimeters, microscopes etc.
Job Requirements	The incumbent is expected to lead a team of technical assistants/technical officers who will be operating and maintaining various analytical equipments. Incumbent is required to provide technical knowledge in ordering/installation of various sophisticated equipments. Incumbent should be conversant with the basic principles of operation of various instruments and should be willing to acquire additional knowledge through internet sources and manuals.
Age	Not more than 45 years as on closing date of advertisement

Post - 4	Technical Officer
Number of Post & Reservation	3 (2-Unreserved; 1-OBC)
Pay Band & Grade Pay	PB-3 (Rs. 15600-39100) + GP Rs. 5400 (TME: Rs. 42000/- approx)
Qualification and Experience	1 st class B.Sc. or equivalent with 8 years experience or 1 st class Diploma in Engg./Tech. of 3 years with 8 years experience or 1 st class M.Sc. or equivalent in the relevant subject with 3 years experience in a research laboratory OR B.E./B.Tech or equivalent degree with 3 years experience or M.Tech.
Desirable	Knowledge of handling and maintaining of routine lab equipments required for science laboratories. Handling of chemicals and solutions, to help in the procurements, to assist the faculty in designing practical for UG students and to help the Ph.D. students in use of analytical instruments.

Job Requirements	The incumbents are expected to assist the science departments in proper upkeep and maintenance of the equipment, frequently update the faculty on the requirements of spares, liaise with the purchase department to procure the necessary equipment and arrange for their installation etc. and any other duties and responsibilities assigned from time to time.
Age	Not more than 40 years as on closing date of advertisement

Post - 5	Technical Assistant
Number of Post & Reservation	5 (4-Unreserved; 1-SC)
Pay Band & Grade Pay	PB-2 (Rs.9300-34800) + GP Rs. 4200 (TME : Rs.26500/- approx)
Qualification and Experience	Bachelor Degree in the physics/ chemistry/biology with 3 years laboratory experience or a diploma in engineering of 3 years duration or equivalent with minimum 1 year experience or M.Sc./B.E./B. Tech in the relevant subject
Desirable	Experience in working in research laboratories and handling sophisticated analytical instruments, like spectrophotometers, advanced imaging techniques like live cell imaging, confocal microscopy, etc., and basic data and image processing. Knowledge of basic concepts of light microscopy and optics and ability to train students in basic principles of microscopy and analytical instruments.
Job Requirements	The incumbents are expected to assist the respective departments in proper upkeep and maintenance of the equipment, keep a stock of consumables and spares required for the instruments and assist the faculty in conduct of practicals for UG students.
Age	Not more than 32 years as on closing date of advertisement

Post - 6	Technical Assistant – Information Technology
Number of Post & Reservation	1 (Unreserved)
Pay Band & Grade Pay	PB-2 (Rs.9300-34800) + GP Rs. 4200 (TME : Rs.26500/- approx)
Qualification and Experience (REVISED)	Diploma / B.E / B.Tech in appropriate field of engineering, M. Sc (Computer Science) / MCA with at least 55% marks in the appropriate field. At least 4 years relevant experience in case of Diploma holders, at least 2 years of relevant experience in case of Bachelor's degree holders and at least 1 years relevant work experience in case of Master's degree holders. The experience must be in the area of system administration of Windows and Linux based servers and clients in a networked environment.
Desirable	Trouble shooting PCs and Servers, ability to maintain open source software and systems, management of modern – audio visual equipments, ability to work in LAN and good understanding of network infrastructure.
Job Requirements	To assist the system administration in day to day functioning of computer and network hardware/software, resolving the problems at the client level.
Age	Not more than 32 years as on closing date of advertisement

Post - 7	Lab Technician
Number of Post & Reservation	5 (4 Unreserved; 1-OBC)
Pay Band & Grade Pay	PB-1 (Rs.5200-20200) + GP Rs. 2800/- (TME: Rs. 22500/- approx)
Qualification and Experience	SSC/10 th standard with 50% marks in aggregate and ITI certificate of 2 years duration or equivalent certificate and 6 years experience OR HSC/12 th standard with relevant technical subjects and a minimum of 60% in aggregate and 3 years experience OR Graduation OR DMLT OR Diploma of 3 years duration from a recognized Univ./Institution.
Desirable	Knowledge of safe handling of chemicals, preparation of media, etc. with experience of working in laboratories. For some posts, experience and knowledge of operating modern Audio-visual equipment and consoles is essential.
Job Requirements	The incumbents are expected to assist the respective departments in preparing the solutions, media, autoclaving of glassware, handling of electronic components etc. Incumbents may also be detailed for handling the lecture theatres and e-classroom on the campus, for which knowledge of sound systems, projectors etc. is desirable.
Age	Not more than 27 years as on closing date of advertisement

Post - 8	Lab Assistant
Number of Post & Reservation	4 (3 Unreserved; 1-OBC)
Pay Band & Grade Pay	PB-1 (Rs.5200-20200) + GP Rs. 2000/- (TME: Rs. 16000/- approx)
Qualification and Experience	H.S.C. (12 th standard) with 5 years relevant experience
Desirable	Experience of working in Physics/Chemistry/Biology laboratories in colleges or research institutes.
Job Requirements	To assist in the laboratory activities, handling of glassware, autoclave etc. Any other duties assigned by the institute.
Age	Not more than 27 years as on closing date of advertisement

Post - 9	Office Assistant (Multi Skill)
Number of Post & Reservation	2 (1-Unreserved; 1-OBC)
Pay Scale	Pay Band – 1 (Rs. 5,200-20,200) + Grade Pay Rs. 2,800/- (TME: Rs. 22500/- approx)
Qualification	Bachelor degree or equivalent degree with minimum 55% marks/equivalent grade.
Experience	Minimum Two years work experience in office administrative functions, purchase and stores, academics support functions etc preferably in the Government Departments, Research organizations, Academic Institutions / University / Public sector undertakings etc. Candidates with relevant work experience from reputed private sector large organizations/ institutions may also be considered. Candidates should have knowledge and hands on experience of day to day office work. Candidates should be proficient in MS-Office and related applications and should be able to work in computerized work environment.
Desirable	Good Communication and drafting skills.
Age	Not more than 30 years as on closing date of advertisement

Post - 10	Attendant (Multi-Skill)
Number of Post & Reservation	1 (Unreserved)
Pay Band & Grade Pay	PB-1 (Rs.5200-20200) + GP Rs. 1800/- (TME: Rs. 13400/- approx)
Qualification and Experience	S.S.C. (10 th standard) with 3 years relevant experience
Desirable	ITI certificate
Job Requirements	The duties will include one or more of the following: a) Physical Maintenance of records of the Section. (b) General cleanliness & upkeep of the Section/ Unit. (c) Carrying of files & other papers within the building. (d) Photocopying, (e) sending of FAX etc. (f) Assisting in routine office work like diary, despatch etc., including on computer (g) Opening, closing and cleaning of rooms (h) Dusting of furniture etc (i) Work related to ITI qualification if it exists (j) Driving of vehicles, if in possession of valid driving license. (k) Any other work assigned by the superior authority.
Age	Not more than 30 years as on closing date of advertisement

General Information / details about the posts:

- 1) The above posts are as per the Central Government pay scales and carry allowances like Dearness, House Rent and Transport allowance as per Govt. of India rules.
- 2) The posts are covered under New Pension Scheme of Govt. of India and will be eligible for other benefits like Medical, LTC, Children Education etc. as per the Government / Institute norms.
- 3) The qualification prescribed should have been obtained from recognized Universities/ Institutions.
- 4) One post out of all above positions may be filled from the applicants from Physically Handicapped category if found suitable.
- 5) Age relaxation will be considered in case of SC/ST/OBC/Physical handicapped and Ex-servicemen applicants as applicable.
- 6) Applicants working in Govt. organization/Public sector undertaking/ Govt. funded research agencies should forward their application through proper channel. However, an advance copy of the application should be sent before the last date. Pay of such incumbent will be protected as per Govt. of India rules.
- 7) Wherever specified, preference may be given for filling the posts on deputation basis on Foreign Service terms in case of the applicants working in Govt. organization/Public sector undertaking/ Govt. funded research agencies. Age limit may be relaxed commensurate with relevant experience. Such applicants should forward their application through proper channel.
However, an advance copy of application should be sent before the last date indicating their willingness to be considered on deputation. Pay of such incumbent will be protected as per Govt. of India rules.
- 8) The prescribed essential qualifications/experience indicated are bare minimum and mere possessions of same will not entitle the applicants to be called for interview. Where number of applications received in response to an advertisement is large, it

may not be convenient or possible for the Institute to interview all the applicants. The Institute may restrict the number of applicants to be called for selection process to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The applicants should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications / experience prescribed along with attested photocopies of marks sheets / certificates.

- 9) Relaxation in age, educational qualification and / or experience may be considered in case of exceptionally meritorious applicants, with prior approval of the Competent Authority.
- 10) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 11) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.
- 12) Application not in the prescribed format, incomplete in any respect and not accompanied by relevant certificates / documents / photograph will be summarily rejected.

HOW TO APPLY:

Interested candidates may apply online in the prescribed application. **Click on the link “Apply Online” available under this advertisement and apply to the post you are eligible for.**

After you complete the application, click on the “Preview” button. Please see the print preview from browser and adjust page margins if printable area is not covered.

Go to the end of the preview page and before submitting the application click on the “Print” button to take the printout of the filled application and forward the same as suggested below.

Once you submit the application, you will not be able to retrieve the application for printing / editing / reference.

For the post of “Attendant”: If it is not convenient for applicants to fill online application, they may take printout of the prescribed application form kept under this advertisement and forward the same as suggested under.

All the applicants:

Please paste the latest passport size color photograph on the application and forward the same along with copies of relevant certificates and other testimonials in support of age, qualification, caste, experience etc. in a closed envelope superscribing “Application for the post of “_____” to The Registrar, Indian Institute of Science Education and Research, Central Tower, Sai Trinity Building, Sutarwadi Road, Pashan, Pune 411 021 so as to reach on or before **March 30, 2012.**

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Advt. No. 05.01/2012. IISER-P/Rect/ 02/24-03-2012

Registrar