

**ADVT. NO. : 24/2011**

**(APPLY ON OR BEFORE SEPTEMBER 26, 2011)**

Indian Institute of Science Education and Research (IISER), 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:

<b>Post-1</b>	<b>Library Information Assistant – One Post</b>
<b>Pay Scale</b>	Pay Band – 2 (Rs. 9,300-34,800) + Grade Pay Rs. 4,200/-
<b>Qualification</b>	Bachelor degree with degree of Bachelor of Library and Information Science or equivalent degree/diploma passed after graduation with minimum 55% marks/equivalent grade.
<b>Experience</b>	Minimum Two years work experience in Library / Library Automation tools preferably in the Government Departments, Research organizations, Academic Institutions / University or University affiliated reputed colleges / Public sector undertakings etc. Candidates with relevant work experience from reputed private sector large organizations/ institutions may also be considered. Candidates should have proficiency in MS-Office and related applications and should be able to work in computerized work environment. Also, thorough knowledge of Library operations such as administration, access service, acquisition, archiving, cataloging, serial control etc. is must.
<b>Desirable</b>	Masters Degree in Library and Information Science. Good Communication skills.
<b>Age</b>	Not more than 30 years as on closing date of advertisement
<b>Post-2</b>	<b>Office Assistant (Multi Skills) – One Post</b>
<b>Pay Scale</b>	Pay Band – 1 (Rs. 5,200-20,200) + Grade Pay Rs. 2,800/-
<b>Qualification</b>	Bachelor degree or equivalent degree with minimum 55% marks/equivalent grade.
<b>Experience</b>	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.
<b>Desirable</b>	Good Communication and drafting skills.
<b>Age</b>	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 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. Relaxation in educational qualification and / or experience will be considered in case of exceptionally meritorious applicants with prior approval of the Competent Authority.
- 4) Age relaxation will be considered in case of SC/ST/OBC/Physical handicapped and Ex-servicemen applicants as applicable.
- 5) 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.
- 6) 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.
- 7) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 8) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.
- 9) 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 applicants may apply in the prescribed application format (Application\_Form.Doc) available [under this advertisement](#).

The completed Application in the prescribed format and copies of relevant certificates and other testimonials in support of age, qualification, experience, caste-validity etc. should be sent 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 **September 26, 2011**.