



ADVT. NO.: 33/2018

[NON TEACHING POSITION - TEMPORARY AND CONTRACTUAL BASIS]

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.

Indian Nationals fulfilling following advertised criteria may attend **Walk-in Interview**:

Post	Office Superintendent - Hostel (Female)
Number of Post	1
Consolidated Emoluments	Rs. 37,900/- per month
Age	Not more than 30 years as on date of walk-In interview
Essential Qualification	First Class Bachelor's degree OR Master's degree from recognized University
Experience	Minimum 3 years of experience as Warden of Girls Hostel of Large Educational Institute / University.
Job Requirements	<ul style="list-style-type: none">• Overall supervision, monitor movement / presence / absence of students in the girl's hostel(s).• Maintain student's movement register.• Organize meetings of the students to identify difficulties and to seek their suggestions.• Do surprise checks of the hostel rooms.• Report names of students not obeying the hostel rules.• Report exceptional incidences.• Coordinate maintenance related issues with the designated officials / Section.• Advice /Counsel Students as and when required.• Supervise all the co-curricular and extracurricular activities.• Educate students for optimum utilization of available resources.• Work as mediator between students and designated Committee / Officials / administration.• In addition to the roles and responsibilities attached to this position, incumbent shall also assist in execution of any other administrative assignments.
Tenure of Appointment	Initially for a period of one year subject to satisfactory performance.
Day, Date, Time & Venue of Walk-In Interview & Reporting Time	1] Friday, July 20, 2018 starting from 10.00 AM 2] Reporting Time: 09.00 AM 3] Venue: IISER Campus, Board Room, First Floor, Main Building, Dr. Homi Bhabha Road, Pune - 411 008 4] Reception Telephone No. : 020-25908001

At the time of interview, applicants need to bring duly filled prescribed application form (available below advertisement link), self-attested photocopies of certificates in support of educational qualification, experience, date of birth and other documents in support of information submitted in the application form and one recent passport size colour photograph.

The applicant must also bring all the original certificates at the time of interview for the purpose of verification.

General Information / details about the post

1. Only Female candidates need to apply as post is for Institute Girls Hostel.
2. Appointment is purely temporary and contractual and will terminate without any notice or compensation.
3. The appointed person shall have no claim of appointment / absorption in IISER Pune.
4. The qualification prescribed should have been obtained from recognized Universities / Institutions.
5. Relaxation in age, educational qualification and or experience may be considered in case of exceptionally meritorious applicants, with prior approval of the competent authority.
6. The prescribed educational qualifications are the bare minimum and mere possession of same does not entitle candidates to be considered in the selection process. Where number of candidates appearing for walk-in interview is large, it will not be convenient or possible to interview all eligible candidates. Based on the recommendations of the Screening Committee, Institute may restrict the number of candidates to be considered for the interview to a reasonable limit after taking into consideration 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 application.
7. No TA/DA will be admissible for appearing for the interview.
8. Selected candidate 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.

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REGISTRAR