



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान पुणे

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE

(An autonomous Institution of Ministry of HRD, Govt. of India)
Dr. Homi Bhabha Road, Pune : 411 008

ADVT. NO.: 46/2016

(Apply on or before August 09, 2016)

RECRUITMENT FOR NON TEACHING POSITIONS

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.

Institute invites online applications from Indian nationals for following positions:

Name of the Post	Junior Office Assistant (Multi-Skill)
Total Number of Posts	3 (Unreserved)
Scale of Pay	PB-1 (Rs. 5,200- 20,200) + GP Rs. 2,400/-
Minimum Qualification	Bachelors or 12 th standard pass from recognized University / Board.
Experience	Minimum 3 years experience in Government Educational Institute / Autonomous bodies / Institutions of National importance / University in the grade pay of Rs. 2,000/- or equivalent post in the area of Establishment / Purchase / Finance and Accounts / Academics.
Age	Not more than 40 years as on closing date of advertisement.

GENERAL INFORMATION / DETAILS ABOUT POST

- 1) Above posts are as per the Central Government pay scale and carry allowances like House Rent, Transport and Children's Education as admissible to Central Government employees of the respective scale posted in Pune.
- 2) Posts are covered under New Pension Scheme of Govt. of India and incumbent will be eligible for other benefits like Medical, LTC, etc. as per the Government / Institute norms.
- 3) The qualification prescribed should have been obtained from recognized Universities / Institution.
- 4) Age relaxation as applicable to SC/ST/OBC/Physically Handicapped applicants will be considered as per the Government of India norms.
- 5) Application from the candidates working in Government Departments, Public Sector Undertakings and Government Funded Research Agencies must be sent through proper channel and with a clear certificate that the applicant will be relieved within one month of receipt of appointment order, if selected. However, an online application to be submitted before the last date as an advance copy.

- 6) The prescribed Essential Qualifications / Experience indicated are bare minimum and mere possession of same will not entitle the candidates to be called for the selection process. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the Institute to call all eligible candidates for selection process. The Institute may restrict the number of candidates 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 candidates should, therefore, furnish full details of qualifications and experience possessed in the relevant fields, over and above the minimum prescribed. Documentary evidences will be verified during the selection process.
- 7) Relaxation in age, educational qualification and / or experience may be considered in case of exceptionally meritorious candidates, with prior approval of the Competent Authority.
- 8) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 9) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.
- 10) Application incomplete in any respect will be summarily rejected.

HOW TO APPLY:

Last date for submitting online application is August 09, 2016. No need to submit hard copy of the application at this stage.

Interested candidates fulfilling the eligibility as per the above given criteria may apply online in the prescribed application format. Click on the link “**Apply Online**” available below this advertisement and apply for the post. Please keep your personal details, qualification details, details of references, experience details, other relevant details, soft copy of the passport size photograph with you and printer attached to your desk top before starting online application.

In case, name of the degree that you possess is not listed in the drop down options, please select “other” and write name of the degree and its specialization in the field named as “specialization”.

In case the applicant has completed the degree/s, course/s through Distance learning / Correspondence / Part –Time method:

- In addition to the specialization (subject/s), please mention in the Specialization field if the particular degree / course has been done through Distance / Correspondence / Part time as the case may be.
- In case the degree / course is completed through Private College / Institute not affiliated to any University, mention Private in the Specialization field in addition to the specialization subject/s.

Relevant information not covered in the application may be entered in the row named as “Any other relevant information”.

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

Go to the end of the preview page, click in the box provided for declaration. Before submitting the application click on the “**Print**” button to take printout of the filled application. Please keep one copy for your record.

Once you submit the application, you will not be able to retrieve the application for printing / editing / reference. Candidates who have submitted “Online application” only shall be considered for selection process.

Shortlisted candidates will be informed by email followed by a letter by post.

When called for the selection process, you will have to bring printed copy of the online application (affix color passport size photograph on application form), self attested certificates in support of age, certificates of educational qualification, experience certificates and other documents in support of the information submitted in the online application. The applicant must also bring all the original certificates at the time of interview for the purpose of verification, along with one set of photocopies of the above mentioned documents.

Advt. No. 46/2016.IISER-P/Rect/19-07-2016

Registrar