



# 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.: 51/2017**

## 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:

Post – 1	Junior Office Assistant (Multi-Skill)
Number of Post	8 (Un-reserved)
Scale of Pay	PB-1 (Rs. 5,200-20,200) with Grade Pay Rs. 2,400/-
Age Limit	Not exceeding 33 years.
Essential Qualification	Bachelor degree in any discipline or 12 <sup>th</sup> Standard pass from a recognized University / Board.
Experience	Minimum 3 years experience in Administration / Academics / Purchase & Stores / Accounts from Government Organizations / Government Educational Institutes / Government Autonomous bodies / Institutions of National Importance / University etc. at the level of Assistant or equivalent post.
Desirable	Proficiency in computer skills etc. Good Communication and drafting skills. Knowledge of Government Procedures, Rules etc.
Job Requirements	Incumbent is expected to work in Administration / Academics / Purchase & Stores / Accounts etc.

Post – 2	Junior Office Assistant (Multi-Skill)
Number of Post	4 (Reserved for <b>OBC</b> Category)
Scale of Pay	PB-1 (Rs. 5,200-20,200) with Grade Pay Rs. 2,400/-
Age Limit	Not exceeding 36 years [This includes age relaxation admissible to OBC Category candidates].
Essential Qualification	Bachelor degree in any discipline or 12 <sup>th</sup> Standard pass from a recognized University / Board.
Experience	Minimum 3 years experience in Administration / Academics / Purchase & Stores / Accounts from Government Organizations / Government Educational Institutes / Government Autonomous bodies / Institutions of National Importance / University etc. at the level of Assistant or equivalent post.
Desirable	Proficiency in computer skills etc. Good Communication and drafting skills. Knowledge of Government Procedures, Rules etc.
Job Requirements	Incumbent is expected to work in Administration / Academics / Purchase & Stores / Accounts etc.

<b>Post – 3</b>	<b>Junior Office Assistant (Multi-Skill)</b>
Number of Post	2 (Reserved for <b>SC</b> Category)
Scale of Pay	PB-1 (Rs. 5,200-20,200) with Grade Pay Rs. 2,400/-
Age Limit	Not exceeding 38 years [This includes age relaxation admissible to SC Category candidates].
Essential Qualification	Bachelor degree in any discipline or 12 <sup>th</sup> Standard pass from a recognized University / Board.
Experience	Minimum 3 years experience in Administration / Academics / Purchase & Stores / Accounts from Government Organizations / Government Educational Institutes / Government Autonomous bodies / Institutions of National Importance / University etc. at the level of Assistant or equivalent post.
Desirable	Proficiency in computer skills etc. Good Communication and drafting skills. Knowledge of Government Procedures, Rules etc.
Job Requirements	Incumbent is expected to work in Administration / Academics / Purchase & Stores / Accounts etc.

<b>Post – 4</b>	<b>Junior Office Assistant (Multi-Skill)</b>
Number of Post	2 (Reserved for <b>ST</b> Category)
Scale of Pay	PB-1 (Rs. 5,200-20,200) with Grade Pay Rs. 2,400/-
Age Limit	Not exceeding 38 years [This includes age relaxation admissible to ST Category candidates].
Essential Qualification	Bachelor degree in any discipline or 12 <sup>th</sup> Standard pass from a recognized University / Board.
Experience	Minimum 3 years experience in Administration / Academics / Purchase & Stores / Accounts from Government Organizations / Government Educational Institutes / Government Autonomous bodies / Institutions of National Importance / University etc. at the level of Assistant or equivalent post.
Desirable	Proficiency in computer skills etc. Good Communication and drafting skills. Knowledge of Government Procedures, Rules etc.
Job Requirements	Incumbent is expected to work in Administration / Academics / Purchase & Stores / Accounts etc.

<b>Post – 5</b>	<b>Laboratory Technician</b>
Number of Post	1 (Un-reserved)
Scale of Pay	PB-1 (Rs. 5,200-20,200) with Grade Pay Rs. 2,800/-
Age Limit	Not exceeding 39 years
Essential Qualification	B.Sc. degree in Physics OR Diploma in Engineering of three years duration in Mechanical / Electrical / Electronics / Instrumentation or allied Branches from a recognized University / Board.
Experience	Minimum 6 years experience in handling laboratory equipments in Government Organizations / Government Educational Institutes / Autonomous bodies / Institutions of National Importance / University etc. at the level of Technician or equivalent post.

Desirable	Knowledge of basic electronic equipment and circuits, optical elements, safe handling of high voltage equipment, chemicals, etc., and familiarity with computer applications.
Job Requirements	Incumbent is expected to assist the Physics department in operating undergraduate and advanced laboratory equipment, and their routine maintenance, making electronic circuits/modules, getting minor equipment fabricated based on drawings etc. The incumbent may also be required to maintain laboratory inventory.

### **GENERAL INFORMATION / DETAILS ABOUT POSTS**

- 1) Above posts are as per the Central Government 6th pay scale and carry allowances like House Rent, Transport and Children's Education as admissible to Central Government employees 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 Board / Universities / Institution.
- 4) Age relaxation as admissible to SC / ST /OBC applicants for the position No. 1 & 5 will be considered as per the Government of India norms. Further age relaxation as admissible to Physically Handicapped / Ex-Serviceman Applicants will be considered for all above posts as per the Government of India norms.
- 5) Number of posts indicated may increase or decrease as per the Institute requirement.
- 6) 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.
- 7) 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.
- 8) Relaxation in age, educational qualification and / or experience may be considered in case of exceptionally meritorious candidates, with prior approval of the Competent Authority.
- 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.
- 11) Application incomplete in any respect will be summarily rejected.

## **HOW TO APPLY:**

### **CANDIDATES NOT HAVING REQUIRED QUALIFICATION / EXPERIENCE NEED NOT APPLY.**

**Please Read Following Instructions Carefully Before Submitting the Online Application.**

**Last date for submitting on-line applications is August 31, 2017. Applicants need not send hard copy of the application at this stage.**

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 option, please select “other” and enter name of the degree, specialization and other desired details in the field named as “specialization”.

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

- **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 other details.**

**While entering the details of employment, pay scale details should be entered as under:**

- 1] **In case applicant is/was drawing salary as per the 6<sup>th</sup> pay scale – Enter Pay Band and Grade Pay of the post (Example – PB 3 + GP Rs. 5400/-)**
- 2] **In case applicant is/was drawing salary as per the 7<sup>th</sup> pay scale – Enter Level (Example – Level 10 or Level 11 as applicable)**
- 3] **In case applicant is working in PSU – Enter “PSU – (Write Scale)”. Example : PSU-18000-2400-26060**
- 4] **In case applicant is drawing consolidated pay – Enter “Consolidated”**

Information not covered in the application may be entered in brief in the field at Sr. 10 “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 only will be informed by SMS on Mobile, Email / Post and no separate communication will be sent. Therefore, please mention active Mobile Number and Email ID in the online application form. Institute website may please be seen regularly for updates.**

When called for the selection process, applicants will have to bring **printed copy of the online application** (affix color passport size photograph on application form), **self attested** certificate in support of **age**, mark sheets and certificates of **educational qualification, experience** certificate/s, and other documents **in support of the information submitted** in the online application.

**Advt. No.: 51/2017.IISER-P/Rect./11.08.2017**

**Registrar**