



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.: 03/2016

RECRUITMENT FOR TEMPORARY & CONTRACTUAL 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 **Non-Teaching positions purely on temporary & contractual basis on consolidated monthly emoluments.**

Name of the Post- 1	Office Assistant (Multi Skill)
Total Number of Posts	1
Consolidated Emoluments	Starting from Rs. 21,100/- per month. Higher pay may be considered commensurate with qualification and relevant experience.
Minimum Qualification	Bachelors or equivalent degree.
Experience	Minimum 6 years of hands on experience from Government Organizations / Government Funded Academic Institutions in the area of Purchase & Stores. Applicant should have knowledge of government procedures of Purchase and Stores, good communication skills and should be able to draft letters, work in the computer based work environment.
Age	Not more than 33 years as on closing date of advertisement.

Name of the Post - 2	Office Superintendent
Total Number of Posts	1
Consolidated Emoluments	Starting from Rs. 28,750/- per month. Higher pay may be considered commensurate with qualification and relevant experience.
Minimum Qualification	Bachelors or equivalent degree.
Experience	Minimum 5 years of hands on experience from Government Organizations / Government Funded Academic Institutions in the area of Students Hostel Administration. Applicant should have good communication skills

	and should be able to draft letters, work in the computer based work environment.
Age	Not more than 45 years as on closing date of advertisement.

Name of the Post - 3	Lab Technician (IT)
Total Number of Posts	1
Consolidated Emoluments	Starting from Rs. 24,200/- per month. Higher pay may be considered commensurate with qualification and relevant experience.
Minimum Qualification	Bachelors Degree; with course in Hardware and networking / ITI in relevant trade.
Experience	Minimum 5 years of relevant experience out of which minimum 3 years should be from Government Organizations / Government Funded Academic Institutions in the field of Hardware maintenance and networking. Hands on Knowledge of running and maintaining sophisticated Audio / Video systems. Incumbent is expected to support IT & AV infrastructure.
Age	Not more than 39 years as on closing date of advertisement.

Name of the Post - 4	Lab Technician
Total Number of Posts	1
Consolidated Emoluments	Starting from Rs. 24,200/- per month. Higher pay may be considered commensurate with qualification and relevant experience.
Minimum Qualification	Bachelor's Degree in Science or equivalent.
Desirable	Masters degree in Biology / Microbiology or equivalent.
Experience	Minimum 3 years of relevant experience from Government Organizations / Government Funded Academic Institutions in the field of maintenance of Science laboratories, Autoclave, Maintenance of Lab consumables & Stock, facilitate lab procurement, installations of lab equipments etc.
Age	Not more than 39 years as on closing date of advertisement.

Name of the Post - 5	Principal Scientific Officer
Total Number of Posts	1
Consolidated Emoluments	Starting Rs. 62,800/- per month. Higher pay may be considered commensurate with qualification and relevant experience.
Minimum Qualification	Masters Degree in Science with 60% marks or equivalent.
Desirable	Ph.D. in Science.

Experience	Minimum 5 years of experience from Government Organizations / Government Funded Academic Institutions in grade pay of Rs. 6,600/- or of an equivalent post in the field of periodical design, publications, preparation of posters / brochures / magazines, science publications, media coverage etc.
Age	Not more than 45 years as on closing date of advertisement.

General Information / details about the posts

- 1) **The above posts are contractual and purely on temporary basis.**
- 2) The qualification prescribed should have been obtained from recognized Universities/ Institutions.
- 3) The prescribed essential qualifications/experience indicated are bare minimum and mere possessions of same will not entitle the applicants to be called for 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 consider all 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 relevant experience higher than that of the minimum prescribed in the advertisement.** The applicant should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications / experience.
- 4) Relaxation in age, educational qualification and / or experience may be considered in case of exceptionally meritorious applicants, with prior approval of the Competent Authority.
- 5) The number of posts indicated above is provisional and may vary depending on the actual requirements during the selection process.
- 6) Applicants not fulfilling the above criteria need not apply.
- 7) No TA/DA will be admissible for appearing the interview.
- 8) Selected applicant 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.

How to Apply:

Last date for submitting on-line application is January 31, 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 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.**

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 email and no separate communication will be sent.

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 certificates in support of age, certificates of educational qualification, experience certificates in support of the details furnished in the bio-data and other documents in support of the information submitted in the online application. The applicant must also bring all the original certificates for the purpose of verification, along with one set of photocopies of the above mentioned documents.

Advt. No. 03/2016. IISER-P/Temp_Rect/ 12/01/ 2016

Registrar