



# 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.: 32 /2014

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.

The Institute invites applications from Indian nationals possessing excellent academic record for the following contractual position to be filled purely on temporary basis:

Name of the Post	<b>Office Assistant (Multi Skill)</b>
Number of Posts	2
Consolidated Emoluments	Rs. 19,800/- per month.
Minimum Qualification	Masters degree in Commerce with Minimum 55% marks/equivalent grade.
Job requirements	<p>Applicants should have knowledge of handling day to day financial transaction/activities of the accounts department. Familiarity with Payroll management, knowledge of filling statutory returns, bank reconciliation, handling funded projects, cash and bank operations etc.</p> <p>Applicants should be Proficient in MS-Office and related computer applications.</p> <p>Good Communication and drafting skills.</p>
Tenure of appointment	Initially for a period of one year, extendable for further period subject to satisfactory performance of the incumbent.
Age	Not more than 35 years as on closing date of advertisement

### **General Information / details about the post**

- 1) The above post is contractual, purely on temporary basis and will terminate automatically without any notice or compensation.
- 2) The appointed person shall have no claim on appointment/absorption in IISER Pune.
- 3) The qualification prescribed should have been obtained from recognized Universities/ Institutions.
- 4) 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.
- 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) No TA/DA will be admissible for appearing the interview.
- 7) Selected applicant will have to join duty immediately on receipt of the offer.
- 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 not in the prescribed format, incomplete in any respect and not accompanied by relevant certificates / documents / photograph will be summarily rejected.

### **How to Apply:**

**Last date for submitting on-line application is August 18, 2014. No need to submit hard copy of the application at this stage.**

Interested applicants 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 specialization in the field named as “specialization” and other desired details in the same field.

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. Applicants who have submitted “Online application” only shall be considered for selection process.**

List of applicants shortlisted for selection process shall be put up below this advertisement with details of date, time and venue. **Applicants will be informed by email only and no separate communication will be sent.**

**When called for the selection process, printed copy of the online application (affix color passport size photograph on application form), certificates in support of age, certificates of educational qualification, experience certificates in support of the details furnished in the biodata 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. 32/2014. IISER-P/Rect/06.08.2014**

**Registrar**

Tel: 020 25908001

[www.iiserpune.ac.in](http://www.iiserpune.ac.in)