

ADVT. NO.: 29/2020

RECRUITMENT FOR NON-TEACHING POSITION

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 possessing excellent academic record for the following position:

Post	Office Superintendent
Number of Posts and Reservation	01 [Reserved for OBC- Non Creamy Layer (NCL) Category]
Scale of Pay	Level 6 (Entry Pay Rs. 35,400/-) as per the 7 th Pay
Essential Qualification	i) Bachelor's degree in Commerce with first class or equivalent grade from a recognized university / Institute OR i) Master's degree in Commerce from a recognized university / Institute with excellent academic record ii) Knowledge of Computer Applications viz. Word processing, spread sheet
Job Requirements	Incumbent is expected to : 1. Handle day to day financial transaction / activities related to students 2. Manage payments to students in the form of Fellowships / Scholarships etc. 3. Reconcile fees & scholarship accounts 4. Manage student travel grants, endowments etc. 5. Prepare of utilization certificate & claim bills to funding agencies. 6. Have hands on experience on tally package & be capable to work on in-house software/s. 7. Have knowledge of financial statements, analysis & interpretation.
Desirable	Proficiency in computer skills; good communication and drafting skills; knowledge of Government Procedures and Rules etc.
Age Limit	Not exceeding 33 years as on last date of submission of online application (This includes age relaxation as admissible to OBC Category candidates)

GENERAL INFORMATION / DETAILS ABOUT POST

- 1) Above post is as per the 7th CPC pay scale and carry allowances like Dearness, House Rent, Transport and Children's Education as admissible.

- 2) Post is 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 University / Institution.
- 4) Age relaxation as admissible to Physically Handicapped / Ex-Serviceman applicants shall be considered as per the Government of India norms. Such candidates must ensure that they are entitled to relaxation and possess the valid certificates / documents prescribed by Govt. of India in support of their claim.
- 5) For internal candidates age is relaxable up to 50 years.
- 6) Position may be filled from applicants from Physically Handicapped Category (Persons with Disabilities) if found suitable.
- 7) Applications from the candidates working in Government Departments, Public Sector Undertakings and Government Funded Research Agencies etc. should 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.
- 8) The prescribed essential qualifications 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.
- 9) Waitlist shall be kept valid for a period of six months. In case candidate do not join or resigns after joining the post within 6 months, waitlisted candidate may be offered the position.
- 10) Relaxation in age and / or experience may be considered in case of exceptionally meritorious candidates, with prior approval of the Competent Authority.
- 11) Candidates seeking reservation benefits available for the OBC-NCL category must ensure that
 - a) Their caste is in the central list of OBCs
 - b) They are entitled to such reservation as per eligibility prescribed in Gol orders
 - c) Possess the valid certificates in the format prescribed by Gol in support of their claim.
- 12) Candidates called for the selection process will have to produce Caste certificate and or / Caste Validity Certificate (as applicable) and "Non Creamy Layer" certificate valid as on date.
- 13) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 14) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.
- 15) Application incomplete in any respect will be summarily rejected.

HOW TO APPLY:

PLEASE READ FOLLOWING INSTRUCTIONS CAREFULLY BEFORE SUBMITTING AN ONLINE APPLICATION.

CANDIDATES NOT HAVING REQUIRED QUALIFICATION & EXPERIENCE NEED NOT APPLY.

Last date for submitting online applications is **July 22, 2020.**

Applicants need NOT send a hard copy of the application (Applicant as stated at Sr. 7 above need to send application through proper channel).

Candidates fulfilling the eligibility criteria may apply online in the prescribed application form by clicking on the link "[Apply Online](#)" available below this advertisement. Please keep personal details, qualification details, details of references, experience details, other relevant details, soft copy of the passport size photograph (Less than 1 MB) with you and printer attached to your desktop before starting the online application.

In case, the name of the degree that you possess is not listed in the drop down option, please select "other" and then enter the Name of the Degree in the appropriate field.

In case the applicant has completed any other degree/s, course/s through Distance learning / Correspondence / Part –Time method from the recognized Board / University / Institution:

- Please mention in the Specialization field if the particular degree / course has been done through Distance / Correspondence / Part-time as the case may be and then enter specialization i.e. Commerce in the same field.

Final result declared with CGPA / GPA to be converted in % as per the formula given by the respective University / Institute / Board and to be entered in the respective field. Pending the required details in the percentage form, application may be rejected.

While entering the details of employment, details under the column "**Pay Scale**" should be entered as under:

- 1) In case applicant is/was drawing a salary as per the 6th pay scale – Just Enter Pay Band and Grade Pay of the post (Example – PB 3 + GP Rs. 5400/-).
- 2) In case applicant is/was drawing a salary as per the 7th pay scale – Just Enter Level (Example – Level 5 or Level 10 as the case may be).
- 3) In case applicant is/was working in PSU – Enter "PSU – (Write Scale)". Example: PSU-18000-2400-26060
- 4) In case applicant is/was drawing consolidated pay – enter "Consolidated Pay" i.e. "Cons. Rs. 55000" OR "Cons. Rs. 78000"

In case of re-appointment / promotion / Up-gradation in different scale while working in the same organization / Institute, please mention on the subsequent row with all required details.

Information not covered in the application may be entered in brief in the field at Sr. 12 "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. After successful submission of online application, candidates shall receive an auto-generated acknowledgement on the email mentioned by the candidate in an online application. Candidates who have submitted “Online application” only shall be considered for the selection process.

Shortlisted candidates only will be informed by SMS on Mobile, Email OR Post. Therefore, please mention active Mobile Number and Email ID in the online application form.

FOR UPDATES, INSTITUTE WEBSITE MAY PLEASE BE SEEN REGULARLY.

If called for the selection process, applicants will have to bring **printed copy of the online application, self-attested** certificates in support of age, mark sheets and certificates of **educational qualification, experience** certificate/s having required details as mentioned in the application form and other documents **in support of the information submitted** in the online application.

Advt. No. 29/2020/IISER-P/Rect./01.07.2020

Registrar