

ADVT NO: 32/2020

(APPLY ON OR BEFORE MONDAY, AUGUST 03, 2020)

[Position under Funded Project purely on Temporary and Contractual Basis]

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 applications from Indian nationals having excellent academic record and relevant work experience for the following position purely on temporary and contractual basis under the funded project:

Name of the Post	Project Assistant (PA)
Number of posts	01 (One)
Name of the Project	“Centre of Excellence in Epigenetics (Phase II)”
Project Code	30816267
Funding Agency	Department of Biotechnology (DBT)
Minimum educational Qualification & Experience	Bachelor’s degree in any discipline with minimum 3 years of experience in Administrative work, Accounting and Book-keeping, Proficient in editing / database programs such as MS-Excel and Word processing.
Preference	Candidates having experience and knowledge of any of the following: Scientific funding mechanisms, Grants management, Documentation, Accounting, Purchase related procedures, ERP and equivalent will be preferred. Incumbent should be prepared to travel between the collaborators’ labs to coordinate the project.
Tenure of the appointment	Initially for a period of one year which may be extended subject to satisfactory performance of the incumbent and continuation of the project.
Consolidated emoluments	Rs. 18,000/- + 24% HRA per month
Age	Not more than 40 years as on last date of application.
Last date of application	August 03, 2020

HOW TO APPLY:

- Interested candidates should send the application in the prescribed format available below this advertisement by email (convert into PDF Format) addressed to bio_app@iiserpune.ac.in on or before **August 03, 2020**. **Please mention name of the “Post and Project Code-30816267” in the subject line of the email.**

- List of shortlisted candidates for selection process with details of date & time will be put up on the institute website below this advertisement and the shortlisted candidates will be informed by **e-mail** only. Therefore, please mention active Mobile Number and Email ID in the application form.
- Recent passport size photograph and photocopies of relevant certificates and other testimonials in support of age, qualification, experience etc. will be collected and verified at an appropriate stage.

General Information / details about the post

1. The appointment is purely temporary and will terminate automatically without any notice or compensation on termination of the project.
2. The appointed person shall have no claim of appointment / absorption in Funding Agency or in IISER Pune.
3. The appointment of the applicant will be governed by the terms and conditions of the funding agency particularly applicable to the said project.
4. The qualification prescribed should have been obtained from recognized Universities / Institutions.
5. The prescribed educational qualifications & experience is the bare minimum and mere possession of same does not entitle candidates to be called for interview. Where number of applications received in response to this advertisement is large, it may not be convenient or possible to interview all the candidates. Based on the recommendations of the Screening Committee, the Project Investigator may restrict the number of candidates to be called for the interview to a reasonable limit after taking into consideration qualifications and experience over and above the minimum prescribed in the advertisement. Therefore, it will be in the interest of the candidates, to mention all the qualifications and experience in the relevant field at the time of applying.
6. Age relaxation commensurate with experience of the applicant may be considered with the prior approval of the competent authority.
7. No TA/DA will be admissible for appearing for the interview.
8. Selected candidates 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.

Advt. No. 32/2020/IISER-P/Proj._Rect./21.07.2020

REGISTRAR