



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.: 11/2017

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	Principal Technical Officer (Grants Management)
Number of Post	1 (Un-Reserved)
Scale of Pay	PB-3 (Rs. 15,600-39,100) with Grade Pay Rs. 7,600/-
Age Limit	Not exceeding 45 years
Essential Qualification	M.Sc. Degree in basic sciences with first class or equivalent grade (6.5 in 10 point scale or 60% marks) and consistently excellent academic record.
Experience	Minimum 5 years experience in the Government Educational Institute / Autonomous Bodies / Institutions of National Importance / University at the level of Senior Scientific / Technical Officer or equivalent with GP of Rs. 6,600/-.
Desirable	Ph.D. in any branch of Science (Physics, Chemistry, Biology, Mathematics, Earth and Climate Science etc.)
Job Requirements	Manager Grants, Spread awareness about new funding schemes, support researchers and faculty in preparation of project proposals to funding agencies, monitor expenditure, timely submission of expenditure statements, resolve any issues related to accounting, attend meetings with funding agencies, coordinating the requirements and release funds.

Post - 2	Senior Technical Officer (Microscopy Facility)
Number of Post	1 (Un-Reserved)
Scale of Pay	PB-3 (Rs. 15,600-39,100) with Grade Pay Rs. 6,600/-
Age Limit	Not exceeding 40 years
Essential Qualification	M. Sc. Degree in Biology / Physics / Chemistry with first class or equivalent grade (6.5 in 10 point scale or 60% marks) and consistently excellent academic record.
Experience	Minimum 5 years experience in the Government Educational Institute / Autonomous Bodies / Institutions of National Importance / University at the level of Scientific / Technical Officer or equivalent with GP of Rs. 5,400/- In the area of providing microscopy services in addition to Ph.D. thesis work in basics of Microscopy methods,

	handling fluorescence microscopy including confocal microscopy and fluorescence based microscopy methods and familiarity with various imaging software. Should have good communication and management skills.
Desirable	Ph.D. in Biology / Physics / Chemistry with Ph.D. thesis work involving Microscopy methods.
Job Requirements	Manage Microscopy Core Facility. Help with teaching students and imaging biological samples, running, training workshops on imaging and image analysis.

Post - 3	Technical Officer
Number of Post	1 (Un-Reserved)
Scale of Pay	PB-3 (Rs. 15,600-39,100) with Grade Pay Rs. 5,400/-
Age Limit	Not exceeding 35 years
Essential Qualification	M.Sc. (Chemistry / Physics / Material Science) with first class or equivalent grade (6.5 in 10 point scale or 60% marks) and consistently excellent academic record.
Desirable	Ph.D. in Physics/ Chemistry/ Biology/Material Science. Work experience in the field of experimental Chemistry/Physics/ Biology involving NMR Spectroscopy/EPR Spectroscopy.
Job Requirements	The incumbent is expected to : (1) Actively and enthusiastically participate in the installation, maintenance and routine operation of the Institute's state of the art Nuclear Magnetic Resonance (NMR) spectroscopy facility. (2) Guide technical staff and users. (3) Routinely monitor and ensure the performance of spectrometers and other support devices. (4) Periodically arrange technical training sessions to interested students. (5) Other duties as directed by the Institute or faculty in charge.

Post - 4	Executive Engineer
Number of Post	1 (Un-Reserved)
Scale of Pay	PB-3 (Rs. 15,600-39,100) with Grade Pay Rs. 6,600/-
Age Limit	Not exceeding 40 years
Essential Qualification	Degree in Electrical/Mechanical engineering with minimum 60% marks / equivalent grade from a recognized University / Institute.
Experience	Minimum 5 years experience in Electrical field as Engineer /Asst Engineer-Electrical (in PB-3 and GP of Rs. 5,400/-) from CPWD / State PWD or similar organized services / Semi-Govt. / PSU / Statutory or Autonomous organizations / Universities / reputed Institute or organizations under Central / State Govt.
Desirable	Proven track record of handling projects / works in reputed organizations. Experience in maintenance of chillers/cooling towers/AHU's, precision AC, Electrical distribution mains, DG sets, energy management, working with high tension lines, electrical maintenance, planning and execution of electrical works, Designing and estimation.

Job Requirements	The incumbent is expected look after Installation, maintenance and running the Institute's electrical infrastructure. Liaise with designated authorities / offices. Guide Technical staff and provide required services to the users.
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Post - 5	Assistant Engineer (Mechanical)
Number of Post	1 (Un-Reserved)
Scale of Pay	PB-2 (Rs. 9,300-34,800) with Grade Pay Rs. 4,600/-
Age Limit	Not exceeding 36 years
Essential Qualification	B.E / B.Tech. in Mechanical Branch from a recognized University or Institute.
Experience	6 years as Junior Engineer.
Job Requirements	The incumbent is expected look after Installation, maintenance and running of Air Conditioning installations (Chillers, AHU, HVAC etc.) Diesel Generator Sets, Solar Systems etc.

Post - 6	Office Superintendent
Number of Post	2 (Un-Reserved)
Scale of Pay	PB-2 (Rs. 9,300-34,800) with Grade Pay Rs. 4,200/-
Age Limit	Not exceeding 30 years
Essential Qualification	First Class Bachelor's (Honours) Degree or equivalent grade from a recognized University / Institute in any discipline (In universities without a system of Honours degree, equivalent number of courses) OR Master's Degree from a recognized University or Institute with excellent academic record. Knowledge of Computer applications viz. Word processing, Spread Sheet.
Desirable	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 - 7	Technical Assistant (IT)
Number of Post	2 (1 Un-Reserved and 1 OBC)
Scale of Pay	PB-2 (Rs. 9,300-34,800) with Grade Pay Rs. 4,200/-
Age Limit	Not exceeding 30 years
Essential Qualification	Diploma in Electronics / Computer Engineering with minimum 60% marks / equivalent grade with excellent academic record. OR B.E / B.Tech. in Information Technology / Electronics / Computer Engineering field from a recognized University or Institute OR MCA from a recognized University or Institute.
Job Requirements	The incumbent is expected to : • Operate and maintain the audio video equipments such as video mixer, teleprompter, full HD equipment, live switching,

	<p>linear and non linear editing equipment and graphics workstations.</p> <ul style="list-style-type: none"> • Deployment, operations, troubleshooting system and network solutions and support users on a campus wide scale.
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Post - 8	Technical Assistant
Number of Post	6 (2 Un-Reserved, 2 OBC, 1 SC & 1 ST)
Scale of Pay	PB-2 (Rs. 9,300-34,800) with Grade Pay Rs. 4,200/-
Age Limit	Not exceeding 30 years
Essential Qualification	<p>B.E / B.Tech. in Instrumentation from a recognized University or Institute.</p> <p style="text-align: center;">OR</p> <p>Post Graduate Degree in Science in Physics / Chemistry / Biology/ Earth Science from a recognized University/Institute</p>
Job Requirements	<p>1] The incumbents are expected to keep stock of consumables and spares required for the instruments in their respective labs / departments and assist the faculty in conducting experiments/practical for students. They should have the ability to train students in basic principles of microscopy and analytical instruments. They are expected to assist in proper upkeep and maintenance of equipment's. The incumbents are expected to also assist in teaching the respective departments, keeping and the students aware of various lab instruments and chemicals, assist the faculty in designing/conducting lab, experiments/ practicals for students.</p> <p>2] To assist in handling, maintenance and management of analytical instruments like X-ray Diffractometers, Mass Spectrometers etc., and their accessories. Assisting and coordinating in training programmes. Maintenance and repair of electronic lab equipments.</p> <p>Desirable: Working experience on any analytical technique - X-ray based analytical instruments, NMRs, Mass Spectrometers, FTIR etc."</p>

Post - 9	Junior Office Assistant (Multi-Skill)
Number of Post	6 (4 Un-Reserved, 2 OBC)
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 or 12 th standard pass from recognized University / Board.
Experience	Minimum 3 years experience in Government Organizations / Government Educational Institutes / Autonomous bodies / Institutions of National Importance / University etc at the level of Junior Assistant or equivalent post
Desirable	Proficiency in computer skills etc. Good Communication and drafting skills. Knowledge of Government Procedures, Rules etc.
Job Requirements	Incumbents are expected to work in Administration / Academics / Purchase & Stores / Accounts etc.

GENERAL INFORMATION / DETAILS ABOUT POSTS

- 1) Posts are as per the Central Government 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 incumbents will be eligible for other benefits like Medical, LTC, etc. as per the Government / Institute norms.
- 3) The qualifications prescribed should have been obtained from recognized Universities / Institution.
- 4) Age relaxation as applicable to SC/ST/OBC/Physically Handicapped / Ex-Serviceman Applicants will be considered as per the Government of India norms.
- 5) 1 position from Group A and 1 position from Group B may be filled from applicants from Physically Handicapped category if found suitable.
- 6) Applications 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) Waitlist kept for the respective position shall be kept valid for a period of six months from the date of selection. In case candidates do not join or leave after joining the post, waitlisted candidates may be offered the position.
- 9) Relaxation in age, educational qualification and / or experience may be considered in case of exceptionally meritorious candidates, with prior approval of the Competent Authority.
- 10) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 11) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.
- 12) Application incomplete in any respect will be summarily rejected.

How To Apply:

Please Read Carefully Before Submitting The Online Application.

Last date for submitting on-line applications is March 09, 2017. Applicants need not send 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.**

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 email / post 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** 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.