

ADVT. NO.: 22/2016 (Apply on or before May 18, 2016)

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 and relevant work experience for the following Non teaching positions :

Post code – CTO	Chief Technology Officer - (IT)
Number of Post	01 (Unreserved)
Scale of Pay :	PB-4 (Rs. 37,400 – 67,000) with Grade Pay Rs. 8,700/-
Age limit	Not exceeding 45 years
Essential Educational qualification	B.E. / B. Tech. or M.Sc. / MCA Degree in Computers/Electronics/Electronics & Telecommunications
Experience	Minimum 15 years experience in Government Educational Institute/Autonomous bodies/Institutions of National importance/University of which at least 5 years should be at the level of Principal Technical Officer or equivalent with GP of Rs 7,600/-
Desirable	Research projects, publications, and notable achievements in the areas of HPC
Job requirements	Conceptualization and execution of turnkey projects, interdisciplinary research support in HPC, responsible for total ICT solutions of the institute.

Post code – PTO (IR)	Principal Technical Officer - (International Relations)
Number of Post	01 (Unreserved)
Scale of Pay :	PB-3 (Rs. 15,600 – 39,100) with Grade Pay Rs. 7,600/-
Age limit	Not exceeding 45 years.
Essential Educational qualification	M.Sc. degree in Basic Science
Experience	Minimum 5 years experience in the Government Educational Institute/Autonomous bodies/Institutions of National importance/University at the level of Senior Technical Officer or equivalent with GP of Rs. 6600/-
Desirable	PhD in any branch of Science (Physics, Chemistry, Biology, Mathematics, Earth and Climate Science)
Job requirements	Manage and coordinate International relations in the area of academic scientific research collaborations

Post code – PTO (SE)	Principal Technical Officer – Research Communication
Number of Post	01 (Unreserved)
Scale of Pay :	PB-3 (Rs. 15,600 – 39,100) with Grade Pay Rs. 7,600/-
Age limit	Not exceeding 45 years.
Essential Educational qualification	M.Sc. degree in Basic Science
Experience	Minimum 5 years experience in the Government Educational Institute/Autonomous bodies/Institutions of National importance/University at the level of Senior Technical Officer or equivalent with GP of Rs. 6600/-
Desirable	PhD in any branch of Science (Physics, Chemistry, Biology, Mathematics, Earth and Climate Science)
Job requirements	Compiling, Editing of scientific content and managing production of institute print/online publications such as scientific reports/brochures/magazines/institute website.

Post code - PS	Private Secretary
Number of Post	01 (Unreserved)
Scale of Pay :	PB-2 (Rs. 9,300 – 34,800) with Grade Pay Rs. 4,600
Age limit	Not exceeding 36 years.
Essential Educational qualification	Bachelors or 12th standard pass from a recognized Board or University. Minimum English short hand speed of minimum 100 w.p.m. in Stenography.
Experience	Minimum 6 years experience in Government Educational Institute/Autonomous bodies/Institutions of National importance/University in the grade pay of Rs 4200/- as Secretary or its equivalent post.
Job requirements	Provide overall assistance to the office of the Director/Registrar

Post code – OS (DS)	Office Superintendent – Dining Services
Number of Post	01 (Unreserved)
Scale of Pay :	PB-2 (Rs. 9,300 – 34,800) with Grade Pay Rs. 4,200
Age limit	Not exceeding 30 years.
Essential Educational qualification	Bachelor's or Master's Degree in Hospitality/ Hotel Management from a recognized University or Institute and Knowledge of Computer application viz. Word processing, Spread Sheet.
Job requirements	Handle day to day operations of dining complex

Post code - TA	Technical Assistant
Number of Post	01 (Unreserved) 01 (OBC)
Scale of Pay :	PB-2 (Rs. 9,300 – 34,800) with Grade Pay Rs. 4,200/-
Age limit	Not exceeding 40 years
Essential Educational qualification	Bachelor's Degree/Post Graduate degree in IT/B.E/B.Tech from a recognized University or Institute Or Diploma in Electronics/ Computer Engineering
Job requirements	Deployment, operations, troubleshooting system and network solutions and support users on a campus wide scale.

Post code – JHT	Junior Hindi Translator
Number of Post	01 (Unreserved)
Scale of Pay :	PB-2 (Rs. 9,300 – 34,800) with Grade Pay Rs. 4,200/-. The appointment is initially on contract for two years from the date of joining, further continuation is subject to performance review.
Age limit	Not exceeding 30 years.
Essential Educational qualification	Master's degree of a recognized University in Hindi, with English as a compulsory or elective subject
Desirable	Diploma or Certificate course in translation from Hindi to English and vice versa
Job requirements	Translation of Scientific/Financial/Administrative documents from English to Hindi and vice versa.

General Information / details about posts

- 1) All above 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 of the respective scale posted in Pune.
- 2) These posts will be 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 Universities / Institution.
- 4) Age relaxation will be considered in case of SC/ST/OBC/ PWD and Ex-servicemen applicants as applicable under Govt of India rules.
- 5) Age should not exceed the limit as on the closing date of receipt of application.
- 6) **Application 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) Candidates applying for more than one post may apply separately for each post.
- 8) The prescribed Essential Qualifications / Experience indicated are bare minimum and mere possession of same will not entitle the candidates 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 candidates. The Institute may restrict the number of candidates to be called for written exam / skill test / interview 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) 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) Outstation candidates called for selection process will be paid to and fro rail fare / ordinary bus fare from the normal place of their residence or that declared in the application or from the actual place of undertaking the journey, whichever is nearer to the place of the interview, as per rules.
- 11) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 12) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.
- 13) Application incomplete in any respect will be summarily rejected.

HOW TO APPLY:

Last date for submitting online application is May 18, 2016. No need to submit hard copy of the application at this stage.

Interested applicants may apply online in the prescribed application format. Click on the link “**Apply Online**” available below this advertisement link 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 will be considered for selection process.

List of candidates shortlisted for selection process shall be put up below this advertisement with details of date, time and venue. Candidates will be informed by email followed by a letter by post.

When called for the selection process, candidates will have to bring printed copy of the online application (affix color passport size photograph on application), certificates in support of age, qualification, experience, disability certificate (not less than 40 per cent of relevant disability) issued by the competent authority and other documents in support of the information submitted in the online application.

Advt. No. 22/2016.IISER-P/Rect/27-04-2016

Registrar