

Date: December 03, 2021

ADVT. NO.: 45/2021

CANDIDATES SHORTLISTED FOR INTERVIEW FOR THE POSITION OF “JUNIOR OFFICE ASSISTANT (MULTI-SKILL)” (UR) ON FRIDAY, DECEMBER 17, 2021.

Sr.	Appl. No.	Name of the candidate	Mode of Interview	Tentative time of interview on Video call*
1	2_73052	Atish Vijayrao Wankhade	Interview Over Video Call (Outstation Candidates)	10.00 AM
2	2_73600	Ramesh Vitthal Mane		10.20 AM
3	2_73822	Pankaj Manoharrao Nandankar		10.40 AM
4	2_73960	Yogesh Baban Mhalunge		11.00 AM
*Actual time of Interview may vary				
5	2_71930	Aniruddha Vidyadhar Sarode	In-person (Local Candidates)	Reporting at given Venue at 10.00 a.m.
6	2_72222	Uma Ashok Pillay		
7	2_73795	Ketki Mohan Telore		
8	2_73620	Pankaj Kumar Prasad		

Please note that above candidates have been provisionally shortlisted for the selection process assuming that they have a Bachelor degree in any discipline or 12th Standard pass from a recognized Board / University; have minimum 3 years' relevant experience in Government Organizations in the GP Rs. 2000/- / Level-3 or equivalent post in the area of Administration / Purchase & Stores / Academics / Accounts and fulfils other advertised criteria. Candidates may refer the detailed advertisement at <http://www3.iiserpune.ac.in/links/job-opportunities>

Candidates are advised to send scanned readable copies (in PDF format) of following documents and confirm attendance for interview by sending an email on recruitment@iiserpune.ac.in on or before **December 10, 2021 by 05.30 PM failing which it will be presumed that you are not interested :**

1. Certificate regarding date of birth.
2. Mark sheets and certificates (starting from 10th onward) regarding educational qualification
3. All Certificate/s regarding experience/s as mentioned in the online application having period of employment, designation and salary details. Certificate having inadequate details may not be accepted.
4. No Objection Certificate (NOC) from the present employer, in case candidate is working in a government funded organization
5. One Photo Identity proof (Government issued)

Mere appearance for the interview shall not entitle applicant to continue in the selection process which will depend upon individual fulfilling eligibility criteria at each stage of the selection process.

Shortlisted candidates are being informed by email on ID given by the candidates in the application form.

INTERVIEW OVER VIDEO CALL:

General Instructions to Candidates (For candidates mentioned at Sr. 1 to 4)

Day and Date of Interview : Friday, December 17, 2021

Starting Time : 10.00 AM

Details for Video Call and other instructions are being sent on the email ID given by the candidates in the application form.

-----X-----

IN PERSON INTERVIEW:

General Instructions to Candidates (For candidates mentioned at Sr. 5 to 8)

Day and Date of Interview : Friday, December 17, 2021

Reporting Time : 10.00 AM

Venue: Seminar Room No. 24, First Floor, Main Building,
Indian Institute of Science Education and Research Pune
Dr. Homi Bhabha Road, (Near National Chemical Laboratory),
Pune - 411 008
Reception Tel. No.: 020-25908001

Wearing Helmet while driving a two-wheeler inside IISER Pune Campus is MANDATORY.

Candidates are advised to note 'COVID-19: Important Instructions' and submit 'Self-Declaration' (given below) at the time of Personal Interview.

'COVID-19: Important Instructions' - Candidates appearing for personal interview

1. Candidates should maintain social distancing all the time while in campus.
2. It is mandatory to wear a face mask covering nose and mouth at all times.
3. Spitting is strictly prohibited.
4. Candidates should carry hand-sanitizer, face mask and water bottle for personal use.
5. Candidate should not share personal items with any other individual.
6. It is mandatory to undergo thermal scanning at the time of entering the Venue for the Interview.
7. Candidate should mandatorily submit self-declaration (given below).

-----X-----

SELF-DECLARATION (for candidates appearing for personal interview)
(Kindly print, fill it, sign it, bring on the day of Interview, and submit at the venue)

I, Mr. / Ms. _____ is bonafide candidate appearing for the Personal Interview for the position of Junior Office Assistant (Multi-Skill) at IISER Pune.

Please tick below listed symptoms if you are carrying by using to say Yes or to say No:

- | | |
|-----------------------|--------------------------|
| Cough | <input type="checkbox"/> |
| Fever | <input type="checkbox"/> |
| Sore Throat | <input type="checkbox"/> |
| Runny Nose D | <input type="checkbox"/> |
| Breathing Problem | <input type="checkbox"/> |
| Body Ache | <input type="checkbox"/> |
| Chills | <input type="checkbox"/> |
| Shortness of breath | <input type="checkbox"/> |
| Loss of smell / taste | <input type="checkbox"/> |

I was in close contact with a person suffering from COVID-19 and is under home / institutional quarantine as advised by the concerned healthcare authorities – Yes / No

I am undergoing treatment for COVID-19 – Yes / No

I am residing in the containment zone – Yes / No

(Signature)

Application Registration No: 2_

Date: 17/12/2021

NOTE: If answer is 'Yes' to any of the above, decision to permit or not to permit any of the candidates for examination shall be taken by the IISER Pune Authority. Such candidates to report at the examination venue at 9.45 AM on the day of Interview.