



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.: 23/2018

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	Medical Officer
Number of Post & Reservation	1 (Unreserved)
Scale of Pay	Level – 10 (Entry Pay Rs. 56,100) + NPA and other admissible allowances as per rules.
Qualification	M.B.B.S degree or Equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register.
Desirable	Post Graduate Qualification, preferably M.D. in General Medicine
Age	Not more than 35 years as on closing date of advertisement

Post-2	Junior Office Assistant (Multi-Skill)
Number of Post and Reservation	1 (Reserved for OBC-Non Creamy Layer Category)
Scale of Pay	Level 4 (Entry Pay Rs. 25,500/-)
Essential Qualification	Bachelor degree in any discipline or 12th Standard pass from a recognized University / Board.
Experience	Minimum 3 years' experience in Administration / Academics / Purchase & Stores / Accounts from Government Organizations / Government Educational Institutes / Government Autonomous bodies / Institutions of National Importance / University etc. at the level of Assistant or equivalent post.
Desirable	Proficiency in computer skills etc. 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.
Age Limit	Not exceeding 36 years (Includes 3 years age relaxation admissible to OBC Non Creamy Layer Candidates)

GENERAL INFORMATION / DETAILS ABOUT POSTS

- 1) 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 posted in Pune.
- 2) Posts are 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) In case of post reserved for OBC, applicant's caste should be in the central list of OBCs and he/she also should be in the Non Creamy Layer Category. Candidates seeking reservation benefit must ensure that they are entitled to such reservation as per eligibility prescribed in Gol orders and possess the valid certificates in the format prescribed by Gol in support of their claim.
- 5) Age relaxation as admissible to various categories shall be considered as per the Government of India norms.
- 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) 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) Relaxation in age, educational qualification and / or experience may be considered in case of exceptionally meritorious candidates, with prior approval of the Competent Authority.
- 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.
- 11) Application incomplete in any respect will be summarily rejected.

HOW TO APPLY:

CANDIDATES NOT HAVING REQUIRED QUALIFICATION / EXPERIENCE NEED NOT APPLY.

Please Read Following Instructions Carefully Before Submitting the Online Application.

Last date for submitting online applications is June 08, 2018. Applicants need NOT send hard copy of the application.

Candidates fulfilling the eligibility as per the 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 you are eligible for. Please keep your personal details, details about qualification, 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 online application.

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

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 and then enter specialization.
- In case the degree / course is completed through Private College / Institute not affiliated to any University, mention Private in the Specialization field and then enter Specialization.

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

- 1] In case applicant is/was drawing 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 salary as per the 7th pay scale – Just Enter Level (Example – Level 10 or Level 11 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 working in Pvt. Organization then enter “Basic salary”
- 5] In case applicant is/was drawing consolidated pay – enter “Consolidated Pay”.

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. 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 SMS on Mobile, Email / 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, Category related Certificates (as applicable) and other documents **in support of the information submitted** in the online application.

Advt. No.: 23/2018/IISER-P/Rect/18.05.2018

Registrar