

ADVT. NO. : 25/2020

(APPLY ON OR BEFORE JUNE 12, 2020)

[NON TEACHING POSITION - CONTRACTUAL & TEMPORARY]

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 possessing excellent academic record and relevant work experience for the following position:

Post	Executive Engineer – Civil (On contract)
Number of Posts	01 (One)
Consolidated emoluments	Starting Rs. 79,000/- per month. Higher emoluments may be offered to the deserving candidate commensurate with relevant work experience.
Essential Qualification	Degree / Equivalent qualification in Civil engineering with minimum 60% marks / equivalent grade from a recognized University / Institute.
Experience	Minimum 5 years experience in Civil field as Engineer /Asst Engineer-Civil (in PB-3 and GP of Rs. 5,400/- or equivalent post) from CPWD / State PWD or similar organized services / Semi-Govt. / PSU / Statutory or Autonomous organizations / Universities / reputed Institute or organizations under Central / State Govt. Experience in handling civil projects / works. Project planning, design, estimation and execution. Tender preparation, certification of bills, handling of maintenance contracts etc.
Tenure of appointment	Initially for a period of one year, extendable for a further period subject to satisfactory performance and performance review.
Age	Not more than 40 years as on closing date of advertisement.

General Information / details about the post

- 1) The post is contractual and purely on temporary basis.
- 2) The qualification prescribed should have been obtained from recognized Universities/ Institutions.
- 3) The prescribed educational qualifications and experience are the bare minimum and mere possession of same does not entitle candidates to be considered for personal interview. Where number of applications received in response to the advertisement is large, it may not be convenient or possible for the Institute to call all eligible candidates for selection process. Based on the recommendations of the Screening Committee, the competent authority may restrict the number of candidates to be considered 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 application.
- 4) Relaxation in age and / or experience may be considered in case of exceptionally meritorious applicants, with prior approval of the Competent Authority.
- 5) For internal candidates age is relaxable up to 50 years.
- 6) No TA/DA will be admissible for appearing for the interview.
- 7) Selected applicant will have to join duty immediately on receipt of the offer.
- 8) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 9) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.
- 10) Waitlist shall be kept valid for a period of six months from the date of selection. In case candidate do not join or leave after joining the post, waitlisted candidate/s may be offered the position.

HOW TO APPLY:

PLEASE READ FOLLOWING INSTRUCTIONS CAREFULLY BEFORE SUBMITTING AN ONLINE APPLICATION.

CANDIDATES NOT HAVING REQUIRED QUALIFICATION &/ OR EXPERIENCE NEED NOT APPLY.

Last date for submitting online applications is June 12, 2020. Applicants need NOT send a hard copy of the application.

Candidates fulfilling the eligibility criteria may apply online in the prescribed application form by clicking on the link "[Apply Online](#)" available below this advertisement. Please keep personal details, qualification details, 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 the online application.

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

In case the applicant has completed degree/s, course/s through Distance learning / Correspondence / Part –Time method from the recognized Board / University / Institution:

- 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 i.e. Commerce in the same field.

Final result declared with CGPA / GPA to be converted in % as per the formula given by the respective University / Institute / Board and to be entered in the respective field. Pending the required details in the percentage form, application may be rejected.

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

- 1) In case applicant is/was drawing a 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 a salary as per the 7th pay scale – Just Enter Level (Example – Level 5 or Level 10 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 drawing consolidated pay – enter “Consolidated Pay” i.e. “Cons. Rs. 55000” OR “Cons. Rs. 78000”

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. After successful submission of online application, candidates shall receive an auto-generated acknowledgement on the email mentioned by the candidate in an online application. Candidates who have submitted “Online application” only shall be considered for the selection process.

Shortlisted candidates only will be informed by SMS on Mobile, Email OR 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 having required details as mentioned in the application form and other documents **in support of the information submitted** in the online application.

Advt. No. : 25/2020 /IISER-P/Rect./28.05.2020

Registrar