



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.: 49/2018

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	Senior Technical Officer
Number of Post and Reservation	1 (Un-Reserved)
Scale of Pay	Level 11 (Entry Pay Rs. 67,700/-) as per the 7 th Pay.
Age Limit	Not exceeding 40 years
Essential Qualification	Post Graduate degree in Mass Communication & Journalism / Visual Communication / Electronic Media or equivalent degree with first class or equivalent grade (6.5 in 10 point scale or 60% marks) and consistently excellent academic record.
Experience	Minimum 5 years' relevant experience in the Government Educational/Research Institute / Autonomous Bodies / Institutions of National Importance / University / PSU in the post carrying GP of Rs. 5,400/-(6 th pay) / Level 10 (7 th Pay) or equivalent post.
Job Requirements	Incumbent shall be responsible for activities at the Media Center for creating scientific contents and handling the institute scientific repository. Covering Institute's important activities, making short films etc.
Desirable	Experience in production of short films, documentaries, cinematography and video editing. Experience in production of massive open online courses (MOOCs). Training undergraduate students in film-making and conducting workshops on science film making and communication.

Post-2	Office Superintendent
Number of Post & Reservation	1 (Un-Reserved)
Scale of Pay	Level 6 (Entry Pay Rs. 35,400/-) as per the 7 th Pay.
Age Limit	Not exceeding 30 years
Essential Qualification	i) 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 i) Master's Degree from a recognized University or Institute with excellent academic record. ii) Knowledge of Computer applications viz. Word processing, Spread Sheet.
Job Requirements	Incumbent is expected to work in Purchase & Stores / Administration / Academics / Accounts etc.
Desirable	Good Communication and drafting skills. Knowledge of Government Procedures, Rules etc.

Post – 3	Junior Office Assistant (Multi-Skill)
Number of Post & Reservation	1 (Reserved for OBC Category)
Scale of Pay	Level 4 (Entry Pay Rs. 25,500/-) as per the 7 th Pay.
Age Limit	Not exceeding 36 years [This includes age relaxation admissible to OBC Category candidates].
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.
Job Requirements	Incumbent is expected to work in Administration / Academics / Purchase & Stores / Accounts etc.
Desirable	Proficiency in computer skills etc. Good Communication and drafting skills. Knowledge of Government Procedures, Rules etc.

Post – 4	Lab Assistant
Number of Post & Reservation	1 (Reserved for OBC Category)
Scale of Pay	Level 3 (Entry Pay Rs. 21,700/-) as per the 7 th Pay.
Age Limit	Not exceeding 30 years [This includes age relaxation admissible to OBC Category candidates].
Essential Qualification	B.Sc. Degree in Chemistry from a recognized University/Institute.
Job Requirements	The candidate is expected to assist the faculty members for smooth conduct of the UG Chemistry experiments.
Desirable	Minimum two years of experience in analytical laboratory or teaching laboratory

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 Board / University / Institution.
- 4) Age relaxation as admissible to Physically Handicapped / Ex-Serviceman applicants shall be considered as per the Government of India norms. Such candidates must ensure that they are entitled to relaxation and possess the valid certificates / documents prescribed by Gol in support of their claim
- 5) Candidates seeking reservation benefits available for the respective categories 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.
- 6) In case of posts reserved for OBC, their caste should be in the central list of OBCs and they should be in the Non Creamy Layer Category.
- 7) Number of posts indicated may increase or decrease as per the Institute requirement.
- 8) 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.
- 9) 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.
- 10) Relaxation in age, educational qualification and / or experience may be considered in case of exceptionally meritorious candidates, with prior approval of the Competent Authority.
- 11) Positions may be filled from the applicants from Physically Handicapped Category (Persons with disabilities) if found suitable.
- 12) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 13) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.
- 14) Application incomplete in any respect will be summarily rejected.

HOW TO APPLY: Please read following instructions carefully before submitting the Online Application.

CANDIDATES NOT HAVING REQUIRED QUALIFICATION / EXPERIENCE NEED NOT APPLY.

Last date for submitting online applications is September 20, 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, 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 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.

Final result declared with CGPA / GPA to be converted in % as per the formula given by the respective University / Institute and to be entered in the respective field.

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 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 working in Pvt. Organization then enter “Basic salary” i.e. Rs. 55000 OR Rs. 78000
- 5] In case applicant is/was drawing consolidated pay – enter “Consolidated Pay” i.e. Rs. 55000 OR 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. Candidates who have submitted “Online application” only shall be considered for 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, Category related Certificates (as applicable) and other documents **in support of the information submitted** in the online application.

Advt. No.: 49/2018/IISER-P/Rect/30.08.2018

Registrar