



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान पुणे

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE

An autonomous Institute of Ministry of HRD, Govt. of India
Dr. Homi Bhabha Road, Pune - 411 008

ADVT. NO.: 16/2019

(Apply on or before Tuesday, March 12, 2019)

[Position under Funded Project purely on Temporary and Contractual Basis]

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 applications from Indian nationals having excellent academic record and relevant work experience for the following position purely on temporary and contractual basis under the funded project:

Name of the Post	Multi-Skilled Assistant
Number of posts	01(One)
Name of the Project	“Centre of Excellence in Science and Mathematics Education at IISER Pune”
Funding Agency	Ministry of Human Resource Development (MHRD)
Project Code	32515205
Minimum educational Qualifications	Bachelor’s degree or equivalent degree with minimum 60% marks / equivalent grade. Candidates should be Proficient in MS-Office and related computer applications.
Preference	Candidates having hands on experience of day to day office work, drafting official letters and having good communication skills will be preferred
Job Requirement	Routine administrative support and arranging the logistics for the activities of the Centre
Tenure of the appointment	Up to March 31, 2020 , extendable for further period subject to continuation of the project and satisfactory performance of the incumbent
Consolidated emoluments	Rs. 20,000/- to Rs. 30,000/- per month depending on the experience and expertise.
Age	Not more than 30 years as on closing date of advertisement.
Last date of application	Tuesday, March 12, 2019

HOW TO APPLY:

- Eligible candidates fulfilling the eligibility criteria may apply online. Click on the link “**Apply Online**” to apply for the post. If you have any prior work experience, please download the document given on the link **Experience details**. Type the details of your work experience in the format provided in the above link. Keep this document ready before applying online as you’ll need to upload this typed word document (.doc/.docx) if you have a prior work experience.
- **NOTE: Once you submit the application, you will not be able to retrieve the application for printing / editing / reference, or addition of experience, Candidates who have submitted “Online application” only shall be considered for selection process.**
- The list of the shortlisted candidates for interviews with details of date, time and venue will be informed to the shortlisted candidates by e-mail only.
- Recent passport size photograph and photocopies of relevant certificates and other testimonials in support of age, qualification, experience etc. will be collected at the time of interview. Applicant must bring all the original certificates at the time of interview for the purpose of verification, along with one set of photocopies.

General Information / details about the post

1. Appointment is purely temporary and will terminate automatically without any notice or compensation on termination of the project.
2. The appointed person shall have no claim of appointment / absorption in Funding Agency or in IISER Pune.
3. Appointment of the applicant will be governed by the terms and conditions of the funding agency particularly applicable to the said project
4. The qualification prescribed should have been obtained from recognized Universities / Institutions.
5. Relaxation in age, educational qualification and or experience may be considered in case of exceptionally meritorious applicants, with prior approval of the competent authority.
6. The prescribed educational qualifications are the bare minimum and mere possession of same does not entitle candidates to be considered in each stage of the selection process. Where number of applications received in response to this advertisement is large, it may not be convenient or possible to interview all the candidates. Based on the recommendations of the Screening Committee, the Project Investigator 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.
7. No TA/DA will be admissible for appearing for the interview.
8. Selected candidate will have to join duty immediately on receipt of the offer.
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.