

ADVT. NO.: 26/2020

[Non-Teaching Position - Temporary & Contractual Basis]

[Incumbent shall be appointed through Institute's empaneled Manpower Agency]

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.

Indian Nationals fulfilling following advertised criteria may attend Walk-in Interviews:

Name of the Post	Office Assistant (On contract)
Number of Posts	01 (One)
Consolidated Emoluments	Rs. 25,000/- per month
Age	Not more than 35 years as on date of walk-in Interview
Essential Qualification	Bachelor's / Master's degree in Commerce minimum 55% marks / equivalent grade.
Experience & Job requirements	Minimum 2 years of experience in finance and accounts. Incumbent is expected to work in Accounts Department and need to have : <ol style="list-style-type: none">1. Proficiency in computer skills2. Hands on experience of accounting software such as Tally, ERP etc.3. Knowledge of handling day to day financial transaction / activities of the accounts department4. Familiarity with payroll management; knowledge of filling statutory returns, bank reconciliation, cash and bank operations etc.5. Knowledge of balance sheet preparation, auditing etc.6. Capability to work on in-house accounting software
Tenure of Appointment	Incumbent shall be appointed through Institute's empanelled Manpower Agency for a period of one year.
Day, Date, Time and Venue of walk-in interviews	Friday, June 12, 2020 at 9.30 AM at Seminar Room No. 24, 1 st Floor, Main Building, IISER Pune, Dr. Homi Bhabha Road, Pashan, Pune – 411008 (Venue is closer from the Institute Baner Road Entrance) Reception Telephone No.: 020 – 2590 8001

At the time of walk-in interviews applicants needs to bring following:

1. Duly filled prescribed application form (available below advertisement link). Affix recent passport size colour photograph in the given space.
2. Self-attested photocopies of certificates in support of educational qualification, experience, date of birth and in support of information submitted in the application form
3. Original certificates (educational qualification, experience, date of birth etc.) for the purpose of verification.

General Information / details about the post

1. Suitable candidates shall be appointed through Institute's empanelled Manpower Agency.
2. Appointment is purely temporary and will terminate automatically without any notice or compensation on completion of requirement.
3. The appointed person shall have no claim of appointment / absorption in IISER Pune.
4. The qualification prescribed should have been obtained from recognized Universities / Institutions.
5. Relaxation in age and/ or experience may be considered in case of exceptionally meritorious applicants, with prior approval of the competent authority.
6. The prescribed educational qualifications and experience are the bare minimum and mere possession of same does not entitle candidates to be considered in the selection process. Where number of candidates appearing for walk-in interview is large, it will not be convenient or possible to interview all eligible candidates. Institute will 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 interim enquiries / correspondence / communication of any sort will be entertained on the matter.
8. Selected candidates will have to join duty immediately.
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. Candidates residing in Red / containment zones / under quarantine / having travel - medical history / having symptoms of COVID-19 are discouraged to attend interview.
11. At Institute Campus, wearing helmet while driving a two wheeler, wearing face mask and following social distancing is MANDATORY.

Advt. No. 26/2020/IISER-P/Rect./29.05.2020

REGISTRAR