



INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (IISER), PUNE

(An autonomous Institution of Ministry of HRD, Government. of India)

Dr. Homi Bhabha Road, Pune - 411 008

ADVT. NO. : 30/2018

(APPLY ON OR BEFORE JULY 05, 2018)

[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 the promotion of high-quality science education and research in the country.

The 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 post	01(One)
Name of the Project	"National Facility for Gene Function in Health and Disease"
Funding Agency	Department of Biotechnology
Project Code	30815226
Minimum educational Qualifications & Experience	B.Sc. / B.Com or equivalent degree & Minimum one year experience in administration work. Proficient in editing, database programs such as Microsoft Excel, Word Processing on computers and different software's.
Desirable Experience	Experience in documentation related to animal laboratory facility.
Job Description	The candidate is expected to assist in Animal facility routine documentation (Preparing reports, management of records and other routine activities of the facility).
Tenure of the appointment	Initially for a period of one year, extendable for further period of one year subject to satisfactory performance of the incumbent and continuation of the project.
Consolidated emoluments	Rs. 17,000/- per month
Age	Not more than 28 years as on closing date of advertisement.
Last date of application	July 05, 2018

HOW TO APPLY:

- Interested candidates should send the application in the prescribed format available below this advertisement by email (**convert into PDF Format**) addressed to

bio_app@iiserpune.ac.in on or before **June 30, 2018**. Please mention “**Multi Skilled Assistant - Proj. Code: 30815226**” in the subject line of the email

- List of shortlisted candidates for selection process with details of date, time and venue will be put up on the institute website below this advertisement and candidates will be informed by **e-mail** only.
- The print out of the application form sent by email signed and dated by the applicant along with 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 selection process. Applicant must bring all the original certificates at the time of selection process for the purpose of verification, along with one set of self-attested photocopies.

General Information / details about the post

1. The 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. The 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 called for interview. 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 called 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 relevant field at the time of applying.
7. No TA/DA will be admissible for appearing for the interview.
8. Selected candidates will have to join duty immediately on receipt of the offer.
9. Reservation as per Govt. of India norms will be followed.
10. No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
11. Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.

Advt. No.30/2018/IISER-P/Proj_ Rect/19.06.2018

Registrar