

ADVT. NO. 35/2021

[Positions 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 Education, 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 positions purely on temporary and contractual basis under the funded project titled "Pilot Programme of India Innovation Competency Enhancement Program (IICEP)" (Proj. code: **30119486**) funded by Department of Science & Technology, Govt. of India:

Post code	1
Name of the post	Project Support Manager (Operations)
Number of posts	01 (One)
Minimum educational Qualifications & Experience	Masters' Degree in Science with minimum 2 years' of work experience in Government Organizations / Institutes in similar kind of profile as mentioned under Job requirements below.
Preference	Candidates having certification / training in Science Journalism and having work experience in science communication will be preferred.
Job requirement	The Incumbent will be supporting the Office of Dean (International Relations & Outreach) by: <ul style="list-style-type: none">• Providing general administrative support• Coordinating activities of the different teams so that dependencies are addressed well in advance• Writing Reports and maintaining documentation• Preparing newsletter, social media posts and other promotional materials• Planning and coordinating events, workshops, conferences and training programs.
Tenure of the appointment	Initially for a period of one year extendable for further period subject to satisfactory performance of the incumbent and continuation of the project.
Consolidated emoluments	Rs. 40,000/- to Rs. 50,000/- per month depending upon qualification/s and experience/s
Age	Not more than 40 years as on last date of application

Post code	2
Name of the post	Project Support Manager (Finance & Accounts)
Number of posts	01 (One)
Minimum educational Qualifications & Experience	Bachelor's / Master's Degree in Commerce / Finance Management OR CA with minimum 4 years' of post-qualification experience in Accounts and or/ Administration and or / Purchase matters in Government Organizations / Institutes and hands on experience on Tally accounting software and ERP.
Preference	Candidates with working knowledge of PFMS portal will be preferred.
Job requirement	The Incumbent will be responsible for: <ul style="list-style-type: none"> • Handling and maintaining all records related to Financial, Purchase, HR, Administrative and Statutory Compliance matters. • Complete maintenance of Accounts / Day to Day Accounting of expenses, cash and bank, Handling of petty cash. • Preparing of MIS, monitoring of all grants / projects and partners accounts, cash flow statements and projections. • Administering the funds according to the approved budget and report effectively to the Project Investigator. • Responsible for preparing budgets for various proposals, Utilization Certificates and Statement of Expenditures as per the requirement of the funding agency. • Facilitate the purchase requirements and administrative procedures as posted by the Project team. • Any other task as assigned by the Project Investigator.
Tenure of the appointment	Initially for a period of one year extendable for further period subject to satisfactory performance of the incumbent and continuation of the project.
Consolidated emoluments	Rs. 45,000/- to Rs. 60,000/- per month depending upon qualification/s and experience/s
Age	Not more than 40 years as on last date of application

HOW TO APPLY:

- Interested candidates should fill online application available on link [Click here to apply](#) on or before **July 05, 2021**.
- List of shortlisted candidates for selection process with details of date & time will be put up on the institute website below this advertisement and the shortlisted candidates will be informed by **e-mail** only. Therefore, please mention active Mobile Number and Email ID in the application form.
- Recent passport size photograph and photocopies of relevant certificates and other testimonials in support of age, qualification, experience etc. will be collected and verified at an appropriate stage.

General Information / details about the posts

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. The prescribed educational qualification & / or experience are the bare minimum and mere possession of same does not entitle candidates to be considered for the selection process. Where number of applications received in response to this advertisement is large, it may not be convenient or possible to carry out the selection process for all the candidates. Based on the recommendations of the Project Investigator, the number of candidates to be called for the selection process may be restricted to a reasonable limit after taking into consideration qualification/s and experience/s 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 in the application form at the time of applying.
6. Relaxation in requirement of qualification and/or experience may be considered in case of exceptionally meritorious applicants with the prior approval of the competent authority.
7. Age relaxation commensurate with educational qualification and relevant experience may be considered with the prior approval of the competent authority for candidates having qualification and experience higher than the advertised.
8. No TA/DA will be admissible for appearing for the interview.
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.

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REGISTRAR