

## ADVT. NO. 66/2021

### [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	Principal Technical Officer (PTO)
Number of posts	01 (One)
Minimum educational Qualifications & Experience	Ph.D. in Biology with minimum 5 years of experience in the field of teacher training for school and college teachers.
Desirable	The candidate must have experience in working with school teachers and college teachers on pedagogy and content development in the purview of teacher training. Alignment with the philosophy of activity-based learning and hands-on approach to skill development and capacity building of teachers is needed. The candidate should be well versed with education technology and technical writing. In addition to English, the candidate must be proficient in either Hindi or any other regional languages and must have good command over oral and written communication skills.
Job requirement	The incumbent is expected to lead a team of project fellows, Senior Technical Officer's (STOs), Senior Teaching Associates (STAs) to design and execute teacher training workshops of the Science Activity Centre in Science and Mathematics for school teachers. Also interact periodically with the head of the project management unit (PMU) and PMU (teacher training strand) on academic and non-academic aspects of the program. Though the job headquarters will be Pune, extensive travelling to different urban and rural areas across the country will be necessary.
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. 75,000/- to Rs. 85,000/- per month depending on experience/s
Age	Not more than 45 years as on last date of application

<b>Post code - 2</b>	<b>Senior Teaching Associate (STA)</b>
Number of posts	02 (Two)
Minimum educational Qualifications & Experience	M.Sc. in Mathematics / Physics / Chemistry / Biology / Science Education with minimum 5 years of experience in the field of education / teaching and / or pedagogy.
Desirable	The candidate must have demonstrated leadership skills and experience in working with school teachers on pedagogy and science education. The candidate should be well versed with social media, data analysis, technical writing, and project management. In addition to English, the candidate must be proficient in either Hindi or any other regional language and must have good command over oral and written communication skills.
Job requirement	The incumbent is expected to design and execute teacher training workshops of the Science Activity Centre in science and mathematics. This includes creating content, designing models and hands-on activities that are related to but not bound by school curricula. While the job headquarters will be Pune, travelling to different urban and rural areas across the country will be necessary.
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. 50,000/- to Rs. 60,000/- per month depending on qualification/s & experience/s
Age	Not more than 45 years as on last date of application

<b>Post code - 3</b>	<b>Teaching Associate (TA)</b>
Number of posts	01 (One)
Minimum educational Qualifications & Experience	M.Sc. in Mathematics / Physics / Chemistry / Biology / Science Education with minimum 2 years of experience in the field of education / teaching and / or pedagogy.
Desirable	The candidate must have experience in working with school teachers on pedagogy and science education. The candidate should be well versed with social media, data analysis, technical writing, and project management. In addition to English, the candidate must be proficient in either Hindi or any other regional language and must have good command over oral and written communication skills.
Job requirement	The incumbent is expected to assist in designing and executing teacher training workshops of the Science Activity Centre in science and mathematics. This includes creating content, designing models and hands-on activities that are related to but not bound by school curricula. While the job headquarters will be Pune, travelling to different urban and rural areas across the country will be necessary.
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 on qualification/s & experience/s
Age	Not more than 30 years as on last date of application

<b>Post code - 4</b>	<b>Office Assistant</b>
Number of posts	01 (One)
Minimum educational Qualifications & Experience	Master's degree with minimum 2 years of work experience in University / Government Institute's in similar kind of profile as mentioned under Job requirements below.
Job requirement	The Incumbent will be supporting the Office of Dean (International Relations & Outreach) by: <ul style="list-style-type: none"> <li>• Providing general administrative support</li> <li>• Assisting different teams for coordinating activities so that dependencies are addressed well in advance</li> <li>• Preparing noting's and other administrative documents</li> <li>• Following up with different offices of the Institute under the guidance of the reporting officer</li> <li>• Assisting various teams in planning and coordinating events, workshops, conferences and training programs</li> </ul>
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. 25,000/- to Rs. 30,000/- per month depending upon qualification/s and experience/s
Age	Not more than 33 years as on last date of application

<b>Post code - 5</b>	<b>Finance Manager</b>
Number of posts	01 (One)
Minimum educational Qualifications & Experience	Master's Degree in Commerce with minimum 5 years of experience in Accounts and Purchase matters in University / Government Institutes. Hands on experience on Tally accounting software, ERP and PFMS.
Job requirement	The Incumbent will be attached with office of Dean (IRO) and will be responsible for: <ul style="list-style-type: none"> <li>• Handling and maintaining all records related to Financial, Purchase, HR, Administrative and Statutory Compliance matters.</li> <li>• Complete maintenance of Accounts / Day to Day Accounting of expenses, cash and bank, Handling of petty cash.</li> <li>• Preparing of MIS, monitoring of all grants / projects, cash flow statements and projections.</li> <li>• Responsible for preparing budgets for various proposals, Utilization Certificates and Statement of Expenditures as per the requirement of the funding agency.</li> <li>• Any other task as assigned by the reporting officer.</li> </ul>

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

## HOW TO APPLY:

- Interested candidates should fill online application available on links available below on or before **October 10, 2021**.

Sr.	Name of the post	Post Code	Link to apply
1	Principal Technical Officer (PTO)	1	<a href="#">Click here to apply</a>
2	Senior Teaching Associate (STA)	2	<a href="#">Click here to apply</a>
3	Teaching Associate (TA)	3	<a href="#">Click here to apply</a>
4	Office Assistant	4	<a href="#">Click here to apply</a>
5	Finance Manager	5	<a href="#">Click here to apply</a>

- 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/s & / or experience/s 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. In case, a selected candidate does not join or resigns after joining the post, waitlisted candidate/s may be offered the position.
9. No TA/DA will be admissible for appearing for the interview.
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. 66/2021/IISER-P/Proj.\_Rect./24.09.2021**

**REGISTRAR**