

ADVT. NO.: 79/2019

(Walk-in interviews on Monday, November 11, 2019)

[Position under 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.

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

Name of the Post	Admin Assistant
Number of posts	01 (One)
Name of the Project	"Manav – Human Atlas Initiative"
Funding Agency	Department of Biotechnology (DBT)
Project Code	30818410
Minimum educational Qualifications & Experience	Bachelors' degree in Commerce with minimum 5 years of administrative experience at the level of Assistant or equivalent post in management of grants / projects.
Preference	Candidates having knowledge of Accounts / Admin / Purchase & Stores procedures of Government Organization / Institutes; good communication and inter-personal skills; knowledge of computerized work environment, hands on experience of using MS-Office, Tally accounting software etc. will be preferred.
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. 30,000/- per month
Age	Not more than 45 years as on date of walk-in interview
Day, Date, Time and venue of the walk-in interview	Monday, November 11, 2019 at 10.00 AM in Seminar Room No. 24, Main Building, IISER Campus, Dr. Homi Bhabha Road, Pune – 411 008

HOW TO APPLY:

At the time of interview, applicants need to bring duly filled prescribed application form (available below advertisement link), self-attested photocopies of certificates in support of educational qualification, experience, date of birth and in support of information submitted in the application form and one recent passport size colour photograph.

The applicant must also bring all the original certificates at the time of interview for the purpose of verification.

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. The prescribed educational qualification and experience 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 candidates appearing for walk-in interview is large, it will not be convenient or possible to interview all eligible 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.
6. Relaxation in requirement of experience may be considered in case of exceptionally meritorious applicants, with prior approval of the competent authority.
7. Age relaxation commensurate with educational qualification and / or experience of the applicant may be considered for candidates having qualification and experience higher than the advertised with the prior approval of the competent authority.
8. No TA/DA will be admissible for appearing for the interview.
9. Selected candidates will have to join duty immediately on receipt of the offer.
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.

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REGISTRAR