भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान पुणे

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE
(An autonomous Institution of Ministry of HRD, Govt. of India)
Dr. Homi Bhabha Road, Pune : 411 008

ADVT. NO.: 03/2017

RECRUITMENT FOR NON TEACHING POSITION

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.

Institute invites online applications from Indian nationals for following position:

Post	Personal Assistant
Number of Posts	01 (Unreserved)
Scale of Pay	PB-2 (Rs. 9,300 – 34,800) with Grade Pay Rs. 4,200/-. Total Monthly Emoluments as per the 6th Pay : Rs. 39,000/- gross (Approximately)
Essential Educational	Graduation with minimum 55% marks.
Job requirements	• Assisting designated Faculty / Officer of the Institute in day to day work; • Taking dictation & minutes, Preparing letters, presentations and reports; • Devising and maintaining office systems, including data management and filing; • Facilitate travel arrangements as per requirements; • Screening phone calls, managing appointments and enquiries; • Organizing and maintaining diaries and making appointments; • Dealing with incoming emails, post, correspondence; • Liaising with various internal sections and other staff. • Work in Administration / Purchase & Stores / Academic Administration or any other section of the Institute and perform clerical duties.
Age limit	Not exceeding 30 years as on closing date of application.

GENERAL INFORMATION / DETAILS ABOUT POST

1) Above post is as per the Central Government pay scale and carry allowances like House Rent, Transport and Children's Education as admissible to Central Government employees posted in Pune.

2) Post is covered under New Pension Scheme of Govt. of India and incumbent will be eligible for other benefits like Medical, LTC, etc. as per the Government / Institute norms.

3) The qualification prescribed should have been obtained from recognized Universities / Institution.

4) Age relaxation as applicable to SC/ST/OBC/Physically Handicapped / Ex-Serviceman Applicants will be considered as per the Government of India norms.

5) Application from the candidates working in Government Departments, Public Sector Undertakings and Government Funded Research Agencies must be sent through proper channel and with a clear certificate that the applicant will be relieved within one month of receipt of appointment order, if selected. However, an online application to be submitted before the last date as an advance copy.

6) The prescribed Essential Qualifications / Experience indicated are bare minimum and mere possession of same will not entitle the candidates to be called for the selection process. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the Institute to call all eligible candidates for selection process. The Institute may restrict the number of candidates to be called for selection process to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish full details of qualifications and experience possessed in the relevant fields, over and above the minimum prescribed. Documentary evidences will be verified during the selection process.

7) Relaxation in age, educational qualification and / or experience may be considered in case of exceptionally meritorious candidates, with prior approval of the Competent Authority.

8) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.

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) Application incomplete in any respect will be summarily rejected.

How To Apply:

Please Read Carefully Before Submitting The Online Application.

Last date for submitting on-line applications is February 08, 2017. Applicants need not send hard copy of the application at this stage [except Sr. 5 above].

Interested candidates fulfilling the eligibility as per the above given criteria may apply online in the prescribed application format. Click on the link **"Apply Online"** available below this advertisement and apply for the post. Please keep your personal details, qualification details, details of references, experience details, other relevant details, soft copy of the passport size photograph with you and printer attached to your desk top before starting online application.

In case, name of the degree that you possess is not listed in the drop down option, please select "other" and enter name of the degree, specialization and other desired details in the field named as "specialization".

In case the applicant has completed the degree/s, course/s through Distance learning / Correspondence / Part –Time method:

- **Please mention in the Specialization field if the particular degree / course has been done through Distance / Correspondence / Part time as the case may be.**

- **In case the degree / course is completed through Private College / Institute not affiliated to any University, mention Private in the Specialization field in addition to other details.**

Information not covered in the application may be entered in brief in the field at Sr. 10 "Any other relevant Information".

After you complete the application, click on the **"Preview"** button. Please see the print preview from browser option and adjust page margins if printable area is not covered.

Go to the end of the preview page, click in the box provided for declaration. **Before submitting the application click on the "Print" button to take printout of the filled application. Please keep one copy for your record.**

Once you submit the application, you will not be able to retrieve the application for printing / editing / reference. Candidates who have submitted "Online application" only shall be considered for selection process.

Shortlisted candidates only will be informed by email / post and no separate communication will be sent.

When called for the selection process, applicants will have to bring **printed copy of the online application** (affix color passport size photograph on application form)**, self attested** certificate in support of **age,** mark sheets and certificates of **educational qualification, experience** certificate/s, and other documents **in support of the information submitted** in the online application**.**

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