भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान पुणे
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE

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ADVT. NO.: 45/2021

RECRUITMENT FOR NON-TEACHING POSITIONS

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 online applications from Indian nationals for the following positions:

Post - 1	Senior Technical Officer
Number of Posts & Reservation	One (1), OBC- Non Creamy Layer Category
Scale of Pay	Level 11 (Entry Basic Pay Rs. 67,700/-) as per the 7th Pay
Essential Qualification	Masters' degree in Science or equivalent with first class or equivalent grade (6.5 in 10 point scale or 60% marks)
Experience	Minimum 5 years relevant experience in the post carrying Grade Pay Rs. 5400 (PB-3) / Level 10 or equivalent post.
Job Requirements	• Manage Science Activity Centre (SAC) of the institute and carry out Science and mathematics Outreach activities. • Design new content involving hands-on activities for concept-based learning of the school and college curriculum • Organize and conduct teacher training workshops at the national level • Develop project proposals in science education and teacher training for raising external funds for SAC • Work with schools across India to attract students and teachers by developing content that can be used in a blended mode of delivery. Applicants having experience in managing undergraduate labs in addition to experience in one of the above areas may also be considered.
Desirable	• Proficiency in English, Hindi, Marathi languages for delivery of hands-on demonstrations and for conducting workshops for school and college teachers and students. • Teacher training experience in rural areas of any state in India
Age Limit	Not exceeding 43 years as on last date for submitting online applications (Includes 3 years age relaxation admissible to OBC-NCL category)

Post - 2	Junior Office Assistant (Multi-Skill)
Number of Posts & Reservation	One (1), Un-reserved
Scale of Pay	Level 4 (Entry Pay Rs. 25,500/-) as per the 7th Pay.
Essential Qualification	Bachelor degree in any discipline or 12th Standard pass from a recognized Board / University.
Experience	Minimum 3 years' experience in Government Organizations / Government Educational Institutes / Government Autonomous

Post - 2	Junior Office Assistant (Multi-Skill)
	Bodies / Institutions of National Importance / University etc. in the GP Rs. 2000 / Level 3 or equivalent post in the area of Administration / Purchase & Stores / Academics / Accounts.
Job Requirements	Support day-to-day office work and communications in various departments.
Desirable	Proficiency in computer skills, Good Communication and drafting skills. Knowledge of Government Procedures, Rules etc.
Age Limit	Not exceeding 33 years as on last date for submitting online applications.

GENERAL INFORMATION / DETAILS ABOUT POSTS

1) Posts are as per the 7th CPC pay scale and carry allowances like Dearness, House Rent, Transport and Children's Education as admissible.

2) Posts are 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 Board / University / Institution.

4) Age relaxation as admissible to Physically Handicapped / Ex-Serviceman applicants shall be considered as per the Government of India norms. Such candidates must ensure that they are entitled to relaxation and possess the valid certificates / documents prescribed by Govt. of India in support of their claim.

5) Post-1 may be filled from Physically Handicapped Category (Persons with Disabilities) from OBC-NCL category applicants if found suitable. Further, Post-2 may be filled from Physically Handicapped Category (Persons with Disabilities) if found suitable.

6) Application from the candidates working in Government Departments, Public Sector Undertakings and Government Funded Research Agencies etc. should 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.

7) The prescribed essential qualification and 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 qualification/s 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.

8) Number of posts may vary depending upon the requirement during the selection process

9) Waitlist shall be kept valid for a period of six months. In case, a candidate does not join or resigns after joining the post within 6 months, waitlisted candidate/s may be offered the position.

10) For internal candidates, age is relaxable up to 50 years.

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

12) For Post-1

    a) Candidates seeking reservation benefit under OBC-NCL category must ensure that :

        i) Their caste is listed in the central list of OBCs [http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx]

        ii) They are entitled to such reservation as per eligibility prescribed in Govt. of India orders

        iii) Possess the valid certificates in the format prescribed by Govt. of India in support of their claim.

    b) Candidates called for the selection process will have to produce "Caste certificate" and "Non Creamy Layer" certificate valid as on date of interview and Caste Validity Certificate (as applicable).

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

14) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.

15) Applications incomplete in any respect or having inadequate details shall be summarily rejected.

HOW TO APPLY:

Please read following instructions carefully before submitting an online application.

Candidates not having required qualification and / or experience need not apply. Last date for submitting online applications is **AUGUST 19, 2021**.

Applicants need NOT send a hard copy of the application (Applicant as stated at Sr. 6 above need to send application through proper channel).

Candidates fulfilling the eligibility criteria may apply online in the prescribed application form. Click on the link "**Apply Online**" available below this advertisement and apply for the post you are eligible for. Please keep personal details, qualification details, details of references, experience details, other relevant details, soft copy of the passport size photograph (Less than 1 MB) with you and printer attached to your desktop before starting the online application.

In case, the name of the degree that you possess is not listed in the drop down option, please select "other" and then enter the Name of the Degree in the appropriate field.

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

- Please mention in the Specialization field if the particular degree / course has been done through Distance / Correspondence / Part-time as the case may be and then enter specialization i.e. 'Science Teaching & Outreach' in the same field.

Final result declared with CGPA / GPA to be converted in % as per the formula given by the respective University / Institute and to be entered in the respective field. In the absence of the required details in the percentage form, application may be rejected.

While entering the details of employment, write full name of the Organization and complete designation. Do not use abbreviations. Further, details under the column **"Pay Scale"** should be entered as under:

1) In case applicant is/was drawing a salary as per the 6th pay scale – Just Enter Pay Band and Grade Pay of the post (Example – <u>PB 3 + GP Rs. 5400/-</u>).

2) In case applicant is/was drawing a salary as per the 7th pay scale – Just Enter Level (Example – <u>Level 10</u> or <u>Level 11</u> as the case may be).

3) In case applicant is/was working in PSU – Enter "PSU – (Write Scale)". Example: <u>PSU-18000-2400-26060</u>

4) In case applicant is/was drawing consolidated pay – enter "Consolidated Pay" i.e. "Cons. <u>Rs. 55000</u>" OR "Cons. <u>Rs. 78000</u>"

In case of re-appointment / promotion / Up-gradation in different scale while working in the same organization / Institute, please mention on the subsequent row with all required details.

Information not covered in the application may be entered in brief in the field at Sr. 12 "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. **After successful submission of online application, candidates shall receive an auto-generated acknowledgement on the email mentioned in an online application.** Candidates who have submitted "Online application" only shall be considered for the selection process.

Shortlisted candidates <u>only</u> will be informed by Email. Therefore, please mention active Email ID and Mobile Number in the online application form to facilitate communication.

For updates, institute website may please be seen regularly.

If called for the selection process, applicants will have to bring **self-attested** certificates in support of age, mark sheets and certificates of **educational qualification, experience** certificate/s having required details as mentioned in the application form, category related documents and other documents **in support of the information submitted** in the online application.

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