

## ADVT. NO.: 51/2021

### RECRUITMENT FOR NON-TEACHING POSITION

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 position:

| Post - 1                      | Senior Technical Officer  |
|-------------------------------|---|
| Number of Posts & Reservation | One (1), Un-Reserved  |
| Scale of Pay                  | Level 11 (Entry Basic Pay Rs. 67,700/-) + Non-Practicing allowance (as per rule) as per the 7 <sup>th</sup> Pay Commission.   |
| Essential Qualification       | Master's Degree in Veterinary Science with first class / equivalent grade and consistently excellent academic record.   |
| Experience                    | Minimum 5 years relevant experience in the post carrying Grade Pay Rs. 5400 (PB-3) / Level 10 or equivalent post.   |
| Desirable                     | Experience in molecular biology techniques; microinjections, rodent surgeries; breeding of rodents to establish their colonies; cryopreservation and re-derivation of rodent embryos; and the generation of genetically engineered rodent models from Government Educational or Research Institute / Autonomous Bodies / Institutions of National Importance / University / PSU etc.<br><br>Applicants from Private sector organizations working in the relevant field at the desired level may also be considered. |
| Job Requirements              | Incumbent is expected to manage activities at the National Facility for Gene Function in Health and Disease   |
| Age Limit                     | Not exceeding 40 years as on last date for submitting online applications   |

#### GENERAL INFORMATION / DETAILS ABOUT POSTS

- 1) Post is as per the 7<sup>th</sup> CPC pay scale and carry allowances like Dearness, House Rent, Transport and Children's Education as admissible.
- 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 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 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) The prescribed date for determining the upper age limit, qualifications and / or experience shall be the last date for submitting online applications.
- 9) Relaxation in age and / or experience may be considered in case of exceptionally meritorious candidates, with prior approval of the Competent Authority.
- 10) For internal candidates, age is relaxable up to 50 years.
- 11) The upper age limit is relaxable upto 5 (Five) years for the serving regular employees in Government Organizations who have rendered not less than 3 years regular and continuous service as on last date for submitting online applications.
- 12) Number of posts may vary depending upon the requirement during the selection process.
- 13) 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.
- 14) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 15) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.
- 16) 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.

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| Last date for submitting online applications is <b><u>SEPTEMBER 07, 2021</u></b> . |
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Applicants need NOT send a hard copy of the application (Except applicants as stated at Sr. 6 above).

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.

Class obtained in the degree (First class / Second class etc.) as per the Final year mark sheet to be entered in the field named as 'Specialization'. In the absence of the required details, application may be rejected.

**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. 'Molecular Biology Techniques' in the same field.

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 6<sup>th</sup> pay scale – Just Enter Pay Band and Grade Pay of the post (Example – PB 3 + GP Rs. 5400/-).
- 2) In case applicant is/was drawing a salary as per the 7<sup>th</sup> pay scale – Just Enter Level (Example – Level 10 or Level 11 as the case may be).
- 3) In case applicant is/was working in PSU – Enter "PSU – (Write Scale)". Example: PSU-18000-2400-26060
- 4) In case applicant is/was drawing consolidated pay – enter "Consolidated Pay" i.e. "Cons. Rs. 55000" OR "Cons. Rs. 78000"

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 only 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.

Certificate in support of age, mark sheets and certificates of **educational qualification/s, experience certificate/s** having required details as mentioned in the application form and other documents **in support of the information submitted** in the online application will be collected and verified at an appropriate stage.