

January 10, 2022

ADVT. NO.: 03/2022

(Apply on or before January 25, 2022)

[Position 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 the promotion of high quality science education and research in the country.

Institute invites applications from Indian nationals having excellent academic record for the following position:

Name of the post	Multi-Skilled Assistant (Admin)
Number of posts	01 (One)
Project title	Maharashtra State Development of Educators and Enhancement in Delivery (MS-DEED)
Funding agency	Maharashtra State Faculty Development Academy (MSFDA)
Project Code	33821564
Minimum Educational Qualification & Experience	Bachelors' degree in any discipline with minimum 60% marks / equivalent grade and minimum 3 years' of relevant experience as mentioned under 'job requirements'.
Preference	Candidates having: 1. Experience in day to day office work 2. Experience in drafting official letters and other communication 3. Well versed in MS-Office and related IT skills 4. Good communication in written and oral English and Marathi 5. Approach in taking initiative and interpersonal communication Will be preferred.
Job requirements	Incumbent is expected to 1. Maintain reports, spreadsheets and related documents 2. Assist in maintaining filing structure, save and retrieve important documents and information, 3. Act as the first point of contact for telephone calls and general enquiries, 4. Assist the team in liaising with the local finance team 5. Communicate with universities and colleges to organize seminars, meetings and workshops etc.

Tenure of the appointment	For a period of five months extendable further based on continuation of the project and satisfactory performance of the incumbent.
Consolidated emoluments	Rs. 30,000/- per month
Age	Not more than 35 years as on last date for submitting application

HOW TO APPLY:

- Interested candidates may apply by clicking on this link [Click here to apply](#).
- List of shortlisted candidates for selection process (to be carried out preferably over video call) 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, and 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 and/ or experience are bare minimum and mere possession of same does not entitle candidates to be called for selection process. Where number of applications received in response to this advertisement is large, it may not be convenient or possible to carry out selection process for all the candidates. Based on the recommendations of the Screening Committee, the Project Investigator may restrict the number of candidates to be called for the selection process to a reasonable limit after taking into consideration qualification 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 relevant field at the time of applying.
6. In case, a selected candidate does not join or resigns after joining the post, waitlisted candidate/s may be offered the position.
7. Age relaxation commensurate with relevant experience of the applicant may be considered for candidates having 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. No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
10. Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.

REGISTRAR