Indian Institute of Science Education and Research Thiruvananthapuram

Openings

> **APPLICATIONS ARE INVITED FOR THE NON-TEACHING POSISTIONS ON REGULAR BASIS**

Indian Institute of Science Education and Research Thiruvananthapuram invites online application from eligible candidates for the following non-teaching positions on regular basis

Name of the post	**Assistant Registrar – Unreserved**
Classification	**Group A**
Post Code	**AR01**
Pay Level	Pay Level 10
Age	40 Years
Mode of Recruitment	Direct
Eligibility Criteria	Master's Degree with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed. OR Five years of experience in Pay Level-7 or above OR 7 years of experience at Pay Level– 6 or above as Superintendent / Section Officer / Private Secretary or equivalent post in handling Administrative/ Finance & Accounting / Academic / Legal / Statutory / Audit / Stores & Purchase / Establishment matters in Central / State Government / Central / State funded Educational Institutes / Govt. Universities / Comparable Research Establishment and other Institution of Higher Education with Master's Degree.

Name of the post	**Executive Engineer (Civil) - Unreserved**
Classification	**Group A**

Post Code	EE01
Pay Level	Level 11
Age	50 years
Mode of Recruitment	Direct
Eligibility Criteria	First class Bachelor's degree in Civil Engineering from a recognized University/ Institute. **Experience**: 10 years of experience at the level of Assistant Engineer or equivalent position in Pay Level -7 or above; OR 5 years of experience as Assistant Executive Engineer or equivalent position in Pay Level-10 in reputed Govt. Institutions/ Public Works Organizations / PSUs etc., dealing in construction of building projects as per Govt. / CPWD norms.

Name of the post	Deputy Registrar (Finance & Accounts) – Unreserved
Classification	**Group A**
Post Code	**DR01**
Pay Level	Level 12
Age	50 years
Mode of Recruitment	Direct
Eligibility Criteria	**Educational Qualification**: Master's Degree in Commerce /Finance with minimum 55% marks or its equivalent grade of 'B' in the UGC 7-point scale and; **Experience**: 5 years' experience as Assistant Registrar in the functional area of Finance & Accounts in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400) or equivalent post in Government/ Government Research Establishments/Universities /Statutory Organizations/Government Organization of high repute.

Desirable	Preference will be given to candidates who have sound knowledge of the Central Government Rules related to Finance and Accounts including preparation of Statement of Accounts, Budget Estimates, FR & SR, GFR, Audit of Accounts. Working experience in computerized accounting system and accounting software.

Name of the post	**Office Assistant (Multi Skill) – Unreserved**
Classification	**Group C**
Post Code	**OAMS01**
Pay Level	Level 05
Age	38 years
Mode of Recruitment	Direct
Eligibility Criteria	Bachelor's Degree with at least 55% marks in any discipline with excellent computer proficiency in Office Applications like Word, Excel, Power Point etc. **Experience**: 5 years of relevant experience in handling Office works & equipment/ knowledge of computer applications/ hospitality management/ in any Central/ State Govt. or similar organized services/ Semi-Govt./ PSU/Govt. Autonomous organization/ Govt. Universities/ Govt. Institute of National importance.

General Conditions & Instructions:

1. The applicants must be citizens of India.
2. The advertised posts are as per the Central Government pay scales in accordance with 7th CPC and carry usual allowances like DA, HRA, Transport Allowance, etc.
3. The advertised posts are covered under New Pension Scheme (NPS) of National Pension System with benefits like Medical Reimbursements, LTC, etc. as per the GoI norms.
4. Age relaxation shall be applicable as per the GoI norms.
5. The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates.
6. For institute employees there will be no upper age limit. However, at least a year of service has to remain on the last date of submission of the application till superannuation

of the internal candidate.

7. The qualification, experience claimed and age limit prescribed will be reckoned as on the last date of receipt of application through online.

8. The prescribed Qualifications/Experience indicated are only minimum and mere possession of the same will not entitle the candidates to be called for further selection process. Where number of applications received in response to the advertisement is large, the Institute may be at the liberty to restrict the number of candidates to be called for further selection process to a reasonable limit on the basis of qualifications and experience in the Government sector and/or higher than the minimum prescribed in the advertisement. The applicants should, therefore, furnish and upload details of all qualifications and experience. Self-attested copies of the same should be sent by post with in the due date.

9. The experience certificate should be provided in the organization letter head and should clearly mention the post held, nature of job, period of employment and pay scale/level. The experience certificate should bear the date, signature, name and the seal of the issuing authority.

10. The equivalent pay, wherever claimed, will be calculated as the sum of initial pay in Cell 1 of the respective pay level, as per 7th CPC pay scale or as per the minimum pay of the respective pay scale of the Central Government relevant to the period of experience claimed. Necessary equivalency pay level certificate issued by the present employer is required to be submitted by the candidate, in case of such a claim of equivalency in the pay level.

11. Candidates are required to disclose the information if any, on penalty/punishment was awarded to them / or inquiry is going on against them in the application.

12. Persons with Disabilities (PwDs) must submit the relevant Disability Certificate as prescribed under PwD Act 1995 and subsequent 'The Persons with Disabilities Act, 2016.'

13. The application must be submitted online along with documents of proof of educational qualification and experience as per the instructions given in the application portal. Incomplete applications and applications not supported by relevant documents will be summarily rejected. The online application with attachments will be considered for further processing only, if the hard copies of the same are submitted before the last date for submission of hard copy application.

14. Candidates working in Government/Semi-Government/Autonomous organizations/PSUs of State/Centre should apply though proper channel and upload the No Objection Certificate (NOC) & Vigilance Clearance Certificate issued by the current employer. However, the candidates can submit the hardcopy of the online application with all uploaded documents as an advance copy. The NOC and Vigilance certificates should be

submitted at the time of Written Test and/or Interview, failing which the candidature will not be considered for participating in the selection process.

15. As an institution of national importance, IISER TVM strives for inclusive and equitable opportunities for all Indian citizens. Hence, candidates from all over the country are encouraged to apply. Female candidates are especially encouraged to apply, as the institution pushes for gender diversity at all levels.

16. Application fee of Rs.1000/- is to be paid through online only. Application fee once remitted will not be reimbursed. However, fee is exempted for the SC/ST, PwD, Women and Ex-Service Men candidates and the proof of the same should be uploaded along with the application in the online portal.

17. Applications incomplete in any respect and/or not accompanied by relevant certificates/documents/photograph/application fee/late application will be summarily rejected.

18. If it is found at any stage that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated on that ground.

19. The institute reserves the right not to fill up the vacancy/vacancies advertised without assigning reasons thereof. The decision of the competent authority in all matters relating to eligibility, acceptance or rejection of any/all applications, fixing the eligibility criteria for screening of applications, equivalence of qualifications, equivalence of pay level, and mode of selection will be final and binding on the candidates.

20. Canvassing in any form and/or bringing any influence will be treated as a disqualification.

21. List of shortlisted candidates for written test and/or interview will be published in the Institute's website. The successful candidates will be communicated through e-mail as well. No other written communication will be made in this regard. Hence, email-id and mobile number of candidates are mandatory to be mentioned in the application form. Candidates are requested to regularly visit the Institute website i.e., www.iisertvm.ac.in, for updated information regarding the recruitment. Interim correspondences/telephone enquiry will not be entertained.

22. The shortlisted candidates must produce the original documents in support of the claims in the application regarding their reservation category, educational qualification, proof of date of birth, experience etc. which will be verified prior to selection process. Those who are not in possession of the original documents as claimed in the applications will not be allowed to participate in the selection process.

23. No TA/DA will be paid for attending the selection process.

24. The service conditions are as per the NITSER Act and Statutes of IISERs issued from time to time and will be binding on the selected candidates.

25. The Institute reserves the right to regularize/modify the pay scales or other service conditions, if found necessary later on, due to any change in the policy as decided by the

Board of Governors of the Institute.

26. Interested candidates may apply online by clicking <u>link</u>

27. Last date of submission of:

     1. Online Applications – 17:00 hrs on 10 June 2024

     2. Hard copy of application with all required documents – 17.00 h on 17 June 2024

HOW TO APPLY:

Step-1:

Register for creating User ID and Password for online application in Institute website. The online applications can be submitted till 17:00 Hrs on 10 June 2024

Step-2:

Fill the online application form complete in all respects and submit the same online. The online application consists of six stages. You can save the application at any stage before final submission to edit/review any field. No change is permissible after the final submission.

Step-3:

After submission of the form, payment gateway will open for payment of fee (INR 1000), which is not applicable for SC/ST/PwD/Women/Ex-servicemen candidate. Follow the instructions carefully for payment of fee. Without payment of fee, application will not be accepted/considered.

Steps to make payment:

- After the final submission, you'll be shown the payment information.
- Click "Proceed for Payment". You will be taken to the SBI Payment Gateway.
- Complete the payment using any of the following methods (UPI/Internet Banking/ Credit Card/Debit Card).
- Please don't click "Refresh" or "Back" button.
- Upon successful transaction, you'll be automatically taken back to the Application portal, where you can see the payment confirmation.
- You will also receive an automatic email as a confirmation for the payment.
- In case of failure of transaction but money debited from your account, kindly re-check the application portal after half an hour.
- Feel free to write to "<u>webprogrammer[at]iisertvm[dot]ac[dot]in</u>" in case of any payment related queries.

Step-4:

Take a print-out of the completed application form, and forward the same along with self-attested copies of certificates for educational qualification, proofs of date of birth, experience and category as claimed in the application (as per para 11), by Registered/Speed Post. Institute will not be responsible for postal delay, if any.

Downloaded application with necessary testimonials should be submitted in a sealed cover super-scribing "Application for the post of _____ Post Code_____" on or before 17 June 2024 17:00 Hrs to the following postal address:

The Registrar

IISER TVM

Maruthamala P.O, Vithura

Thiruvananthapuram – 695551

Link to Apply

ADVERTISE NO   IISERT/HR/01/24

PUBLISHED DATE   03-05-2024

LAST DATE   10-06-2024