



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI

(An Autonomous Institute under Ministry of Education, Govt. of India)
Transit Campus: C/o. Sree Rama Engineering College Campus, Karakambadi Road,
Mangalam B.O., Tirupati – 517 507, Andhra Pradesh, India.

ADVT. NO.: 25/2021 (Apply on or before December 05, 2021)

Indian Institute of Science Education and Research, Tirupati, is a premier Autonomous Institute of National Importance established by the Ministry of Education, Government of India, for promotion of high quality science education and research in the country.

The Institute invites online applications from Indian nationals possessing excellent academic record and relevant work experience for the following positions: -

1	Name of the post	Assistant Registrar (Group – A)
2	Number of posts and Category	01 – UR
3	Pay Level	Level 10 as per VII CPC
4	Essential educational qualifications and experience	Masters' Degree in any discipline with at least 55% marks or its equivalent grade of 'B' in the UGC 7-point scale from a recognized University / Institute with excellent academic record.
5	Desirable	Qualification in area of Management / Law and experience in handling computerized administration / legal / financial / establishment matters, preferably in research & educational institutions of repute.
6	Job Description	Applicants should have knowledge of Government of India rules and regulations, with leadership quality. The applicant shall assist the management of the Institute in day to day Academic Administration and other Academic and Student matters along with ability in liaisoning with the State Govt./ local bodies.
7	Age	Preferably below 35 years as on closing date of advertisement.

1	Name of the post	Private Secretary (Group – B)
2	Number of posts and Category	01 – UR
3	Pay Level	Level – 07 as per VII CPC
4	Essential educational qualifications and experience	Bachelor's degree in any discipline with 55% of marks or its equivalent from a recognized University / Institute. Minimum speed of 100 w.p.m. in stenography.
5	Desirable	Proficiency in English, Hindi and all MS-Office applications. Preferably candidates holding analogous post (or) working as Personal Assistant / Sr. Stenographer / Executive Assistant with excellent service record in any State Govt. or Semi-Govt./ PSU / Statutory or Autonomous organization / University / Institution of national importance / reputed organization under Central / State Govt.
6	Job requirements	Providing secretarial assistance to Director / Registrar. Maintaining all statistical records / data. Any other work as assigned by the higher officers from time to time.
7	Age	Not more than 36 years as on closing date of advertisement.



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GENERAL INFORMATION / DETAILS ABOUT THE POST

- 1) Candidates should fully satisfy themselves before applying that they possess the qualification and experience etc. as laid down in this advertisement.
- 2) The applicant will be responsible for the authenticity of information submitted / documents and photograph. It is the responsibility of the candidate to assess his / her own eligibility to the post(s) for which he / she is appearing in accordance to this advertisement. If it is detected at any time in future, during the process of selection or even after appointment that the candidate was not eligible as per the prescribed Recruitment Rules of the Institute which could not be detected at the time of selection for whatsoever reason, his/her candidature/appointment shall be liable to be cancelled/terminated immediately.
- 3) All above posts are as per the Central Government pay scales and carry allowances like House Rent, Transport and Children's Education as admissible to Central Government employees of the respective pay level posted in Tirupati.
- 4) These posts will be 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.
- 5) The qualification prescribed should have been obtained from recognized Universities / Institutions.
- 6) Age relaxation as admissible to Physically Handicapped / Ex-Serviceman applicants shall be considered as per Government of India norms. Such candidates must ensure that they are entitled to relaxation and possess the valid certificates / documents prescribed by Gol in support of their claim.
- 7) If a candidate indicates in his/her application form for IISER Tirupati that he/she belongs to General Category but subsequently writes to the IISER Tirupati to change his/her category to a reserved one, such request will not be entertained.
- 8) Age relaxation for SC / ST/ OBC (NCL) / EWS is applicable, only if the post is reserved for that particular category.
- 9) Candidates belonging to SC/ST/OBC-NCL/EWS who fulfil required educational qualification/Technical/Professional qualifications can also apply against UR vacancies. They will however, have to compete with the UR candidates and will not be eligible for any relaxation including age relaxation. However, candidates have to indicate their actual community in the application.



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- 10) Once a candidate has chosen a reserved category, no request shall be entertained for change to other reserved category viz. SC to ST, ST to SC, OBC to SC/ST or SC/ST to OBC, SC to EWS, EWS to SC, ST to EWS, EWS to ST, OBC to EWS, EWS to OBC (or) any other such requests.
- 11) In case of a candidate unfortunately becoming physically disabled during the course of the recruitment process, the candidate should produce valid document showing him/her acquiring a disability to the extent of 40% or more as defined under The Rights of Persons with Disabilities Act, 2016 to enable him/her to get the benefits of PwBD reservation for posts reserved under PwBD quota.
- 12) Number of posts indicated may increase or decrease as per the Institute requirement.
- 13) The Institute reserves the right to not to fill the post advertised and rejecting any or all of the applications without assigning any reason thereof.
- 14) Age should not exceed the limit as on the closing date for receipt of application.
- 15) Positions may be filled from the applicants from Physically Handicapped Category (Persons with disabilities) if found suitable, even if the post is not reserved under PwD category. Therefore, PwD candidates are encouraged to apply.
- 16) IISER Tirupati strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- 17) 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 (if selected) will be relieved within one month of receipt of appointment order along with Vigilance Clearance Certificate.** However, online application may be submitted before the last date as an advance copy. **They are required to submit NOC at the time of appearing for Interview, failing which the candidate will not be allowed for interview.**
- 18) The prescribed Essential Qualifications / Experience indicated are bare minimum and mere possession of same will not entitle the candidates to be called for interview / selection process. Where the number of applications received in response to an advertisement is large, it may not be convenient or possible to call all the candidates. The Institute may restrict the number of candidates to be called for written exam / skill test / interview 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 of qualification and experience will be verified during the selection process. Any discrepancy found in documents of candidates will lead to cancellation of their candidature.



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- 19) Decision of the Institute in all matter relating to the eligibility of the candidate, screening / Skill / Written test and selection would be final and binding on all the candidates.
- 20) The appointment of the selected candidate will be subject to his/her being found medically fit as per the requirements of the Institute.
- 21) The Institute shall verify the antecedents or documents submitted by a candidate at any time, at the time of appointment or during the tenure of the services. In case, it is detected that the documents submitted by the candidates are fake or the candidate has doubtful / unacceptable antecedents / background and has suppressed the said information, then his / her services shall be terminated forthwith and in addition, legal action may be initiated against such candidates / employees as per law.
- 22) In case of any corrigendum / addendum pertaining to this advertisement, the same shall be published in the Institute's website only.
- 23) All the future correspondences regarding the further selection process, shortlisting of candidates and important dates like written test, Interview etc. shall be uploaded on the Institute's website (<https://www.iisertirupati.ac.in>). It shall be the responsibility of the candidates to monitor the same.
- 24) Canvassing in any form and / or bringing any influence, political, or otherwise, will definitely be treated as a disqualification for the post applied for.
- 25) Application incomplete in any respect will be summarily rejected.
- 26) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 27) An application fee of Rs. 1000/- for Unreserved/OBC candidates and Rs. 500/- for SC/ST applicants is to be paid while filling the online application. Fee waiver is applicable to PWD candidates only.
- 28) The application fee once paid will not be refunded or re-adjusted under any circumstances.
- 29) The Written test (if any) and interview / personality test / skill test will be held offline or online as per the requirements and decision of the Institute. Candidates will be duly informed of the same through appropriate notification in the website.



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HOW TO APPLY

Last date for submitting on-line application is December 05, 2021.

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 by completing your Registration under the “New Registration” link by clicking “Click here to login here to Apply”.

AFTER LOGIN, CANDIDATES ARE REQUESTED TO READ THE INSTRUCTIONS IN THE APPLICATION PORTAL CAREFULLY BEFORE FILLING THE APPLICATION FORM.

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 desktop 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.
- **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.**

While entering the details of employment, details under the column “Pay Scale” should be entered as under:

- 1) In case applicant is/was drawing salary as per the 6th pay scale – Just Enter Pay Band and Grade Pay of the post (Example – [PB3 - (BP+GP)]).
- 2) In case applicant is/was drawing salary as per the 7th pay scale – Just Enter Level (Example – Level 5[x] or Level 10[x] 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 working in Pvt. Organization then enter “Basic salary” i.e. Rs. 55000 OR Rs.78000.
- 5) In case applicant is/was drawing consolidated pay – enter “Consolidated Pay” i.e. Rs. 55000 OR 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.



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Information not covered in the application may be entered in brief in the field at Sr. 11 “Any other relevant Information”.

Detailed instructions for filling the application is available under the Instructions tab in the website.

Once you submit the application, you will not be able to retrieve the application. Candidates who have submitted “Online application” only shall be considered for selection process. Print Application feature will be available only until the closing date of the advertisement. Hence, candidates are instructed to take print out of their respective applications immediately after successful submission of their application.

List of Shortlisted candidates will be displayed on the Institute’s Website. Applicants are instructed to visit the website regularly. Shortlisted candidates will be informed only by email only and no separate communication will be sent.

When called for the selection process, applicants have to bring **printed copy of the online application** (affix colour passport size photograph on application form), **call letter sent via e-mail for the selection process**, self-attested certificate in support of **age, Government issued valid ID Proof**, mark sheets and certificates of **educational qualification, experience certificate/s**, valid caste certificate and other documents **in support of the information submitted** in the online application.

Advt.No.25/2021/IISER-T/Rect./13.11.2021

**Sd/-
Registrar**