



INDIAN INSTITUTE OF ASTROPHYSICS
Department of Science & Technology, Govt. of India
No.9, 2nd Block, Koramangala, BANGALORE – 560034
Ph.No.25530672-676 – FAX No.25534043

Advt.No.IIA/ 11/2011 dated September 26, 2011

The Indian Institute of Astrophysics (IIA) is a premier National Institute in the country dedicated to research in Astronomy, Astrophysics and Allied Sciences & Technology. The Institute has field stations at Kavalur & Kodaikanal in Tamil Nadu, Gauribidanur & Hoskote in Karnataka, and Leh & Hanle in J&K.

Applications are invited from the young and bright candidates for the following Position to work in the Administration, Accounts and Stores & Purchase Department at Bangalore.

1. Name of the position: Project Clerk

2. No. of Position: Three

3. Qualification: Bachelor's degree in Science / Arts / Commerce / Business Management from a recognized University.

4. Experience: Minimum two years experience in handling Accounts / Finance / Stores & Purchase / Establishment matters. Knowledge of operating computer basics such as word / excel / internet / tally latest version etc. is essential. Candidates with Diploma in Secretarial Practice from the recognized Institute will be preferred.

5. Age: Below 30 years

6. Salary: Consolidated salary of Rs.12,500/- per month (inclusive of all).

Terms & Conditions :

- 1) The selected Candidates will exclusively work in the Administration, Accounts and Stores & Purchase Department and tenure of appointment will be initially for a period of **ONE YEAR**.
- 2) The appointment is purely on temporary basis and does not entitle any privileges or benefits of regular employment.
- 3) The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of completed applications.
- 4) Age relaxation is permissible to SC, ST & OBC candidates and also to physically handicapped candidates as notified by Govt. of India from time to time.
- 5) Outstation candidates called for interview will be reimbursed to and fro train / bus fare by the shortest route limited to second sleeper class railway fare on production of tickets.

- 6) The prescribed educational qualifications are minimum required and mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it will not be convenient or possible for the Institute to interview all those candidates, the Institute has the right to limit the candidates to be called for interview on the basis of qualifications and experience higher than the minimum prescribed in the advertisement. The Institute also reserves right to call for interview only those candidates who in its assessment are likely to be more suitable.
- 7) The Institute reserves the right to cancel the entire recruitment process at any time without assigning any reasons whatsoever.
- 8) No correspondence will be entertained with the candidates not selected for interview / appointment. Canvassing in any form will be a disqualification.
- 10) Candidates meeting the above requirements may submit their curriculum vitae / biodata with a passport size photograph pasted on the top of right hand corner together with copies of certificates superscribing “APPLICATION FOR THE POST OF PROJECT CLERK” on the envelope to the **Administrative officer, Indian Institute of Astrophysics, Sarjapur Road, 2nd Block, Koramangala, Bangalore – 560 034.**
- 11) **The last date for receipt of application is 21st October, 2011.**

Administrative Officer