



INDIAN INSTITUTE OF ASTROPHYSICS
DEPARTMENT OF SCIENCE & TECHNOLOGY – GOVT. OF INDIA
BANGALORE – 560034

Ph.No.25530672-676 – FAX No.25534043
Advt.No.IIA/ 14/2012 dated 07.12.2012

The Indian Institute of Astrophysics (IIA) is an autonomous academic national institution under the administrative control of the Ministry of Science & Technology, Govt. of India, dedicated to research in Astronomy, Astrophysics and Allied Sciences & Technology. The Institute has field stations at Kavalur & Kodaikanal in Tamil Nadu, Gauribidanur & an Extension Centre at Hoskote in Karnataka, and Leh & Hanle in J&K.

Applications are invited from the eligible candidates for the following positions:

Name of the post	:	SECTION OFFICER
No. of Posts	:	Three
Place of vacancy	:	Bangalore, Karnataka-1, Kavalur (Vellore District.), Tamil Nadu-1 and Kodaikanal, Tamil Nadu-1
Category	:	OBC -1 & UR - 2
Pay scale	:	Pay Band 2 Rs.9,300-34,800 + Grade pay Rs.4,600/-
Qualification	:	1) Minimum qualification: i) A Bachelor's degree from a recognized university. ii) Knowledge of computer applications in using word, excel, power point, internet etc (iii) Desirable: Post Graduate Degree / Diploma in Personnel Management and/or Material Management from the recognized university / institution. 2) Experience - 10 years office experience in handling Establishment, Administration, Accounts, Purchase and Stores matters in a Govt. / autonomous Institution / reputed Organizations / Institutions
Age	:	Below 40 years

Terms & conditions:

1. The above posts carry allowances as admissible under Central Government Rules. Selected candidate will be on probation for a period of two years and will be continued on regular appointment subject to satisfactory performance during the probationary period .
2. The appointee is liable for transfer to any of the Institute's field stations and locations selected for the project.
3. 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.
4. Departmental candidates / Government Servants are eligible for age relaxation as per Rules.

5. Candidates meeting the above requirements, may forward their application in the format attached to this advertisement together with copies of certificates, passport size photograph, superscribing the “Application for the post of “_____” on the envelope to the Administrative Officer, Indian Institute of Astrophysics, 2nd Block, Koramangala, Bangalore – 560 034.
6. Last date for receipt of application is **11.01.2013.**
7. Candidates already employed in Government / Semi Government Organisations / Corporations / Banks etc., may forward their applications through proper channel.
8. The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of completed application as indicated above.
9. The prescribed educational qualifications and experience are minimum required and mere possession of the same does not entitle 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 IIA to interview all those candidates, the IIA 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 IIA also reserves the right to call for interview only those candidates who in its assessment are likely to be more suitable. The IIA also reserves the right to cancel the entire recruitment process at any time without assigning any reasons whatsoever. No correspondence will be entertained with candidates not selected for interview/appointment. Canvassing in any form will be a disqualification.
10. 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 for on production of tickets.
11. Candidates already applied to the above post against Advt.No.IIA/ 06/2012 dated 23.08.2012 need not apply.

Administrative Officer

APPLICATION FORMAT

Affix
Passpost
Size
Photograph

1. Post Applied for :

2. Full Name (in block letters) :

3. Father's/Spouse name :

4. Date of Birth :

D	D	M	M	Y	Y	Y	Y

5. Address
(a) for communication :

(b) Telephone/Mobile number :

(c) E-mail id :

6. Sex :

7. Marital Status :

8. Whether belongs to SC/ST/OBC/PH/ :
General/Ex-serviceman/Departmental/
Other Govt. Servant.

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10. Details of educational qualifications:

Sl. No.	Name of School/ College/ University	Degree/Exam passed	Year of passing	Subjects	Class/ Division	% of marks
1						
2						
3						
4						
5						

11. Computer knowledge:

12. Details of Experience:

(a) Employment (including the present post)

Sl. No.	Name of the Employer	Designation of post held	Nature of duties performed	Pay scale	Date of joining	Date of leaving	Reasons for leaving
1							
2							
3							
4							

(b) Present pay drawn and total emoluments:

13. Additional Information, if any :

I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature/appointment may be cancelled/terminated without any notice. I also declare that I am a citizen of India by birth/domicile.

Place:

Date:

Signature of the Candidate