



**INDIAN INSTITUTE OF ASTROPHYSICS
BANGALORE – 560034**

Ph.No.25530672-676 – FAX No.25534043

Advertisement No.IIA/Advt. 02/2009 dated February 9, 2009

The Indian Institute of Astrophysics (IIA), Bangalore, 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 & Hosakote in Karnataka, and Leh & Hanle in J&K. The Institute has embarked on a project to set up a modern large solar telescope at a suitable location in the country.

Applications are invited from Indian nationals for the following positions:

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| 1 | ADMINISTRATIVE OFFICER | One Post (General) Scale of Pay Band Rs.15600-39100 plus Grade Pay of Rs.7600/- | Bangalore | <u>Qualifications & experience:</u> a) <u>Essential:</u> BA/B.Com/BSc. with 20 years experience in scientific/research organizations in all aspects of administration, finance and accounts, stores and purchase, liaison work with government agencies. b) <u>Desirable:</u> Post-graduate degree/diploma such as MBA/M.Com/PGDM/ML and experience working in a computerized administrative environment as evidenced by familiarity with relevant software packages. |
| 2 | ENGINEER – D (CIVIL) | One Post (General) Scale of Pay Band Rs.15600-39100 plus Grade Pay of Rs.7600/- | Bangalore | <u>Qualifications & experience</u> Essential: Ph.D. in Civil Engineering or Technology or M.E. / M.Tech. (Civil) with 7 years experience. Desirable: Experience in successful handling/execution/monitoring of construction of multi storey building in Government institutions/Public Sector/Bank/reputed organizations. |
| 3 | SECTION OFFICER (HINDI) | One Post (General) Pay Band Rs.7450-11500 plus Grade Pay of Rs.4600/- | Bangalore. | <u>Qualification & experience</u> a) <u>Essential:</u> Any Bachelor Degree with P.G. Diploma in Hindi translation. 10 years experience in Govt. Organization/Public Sector/Bank etc. b) <u>Desirable:</u> Handling Hindi workshop/ organizing Hindi classes/translation of official / technical / scientific documents & implementing official language policy, etc. |

General Terms and conditions:

- a) The above posts carry allowances admissible under Central Government Rules. Selected candidates 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.
- b) Higher initial salary may be considered for deserving candidates.
- c) Applications on plain paper with complete Bio-data and references may be sent to the **Director, Indian Institute of Astrophysics, II Block, Koramangala, Bangalore-560034** superscribing on the envelope "Post applied for" so as to reach him on or before 14.03.2009.

The applications should contain the following information:

- 1) Name in full (in block letters) (2) Father's Name (3) Place of birth (4) Date of Birth (5) Present address (6) Permanent address (7) Whether SC/ST/OBC/General (8) Qualifications giving the names of institutions attended, examination passed with year and grade commencing from SSLC/Matriculation (9) Details of previous experience (10) Details of present employment and salary (11) Name and Address of referees (only for Sl.No.1 & 2). Xerox copies of documents in support of the information regarding age, qualifications and experience should be attached to the applications.
- d) Those employed in Government departments/autonomous organizations/public and private sector should forward their applications through proper channel.
- e) The upper age limit for the position Sl.No.1 is below 50 years and Sl.No.2 & 3 will be 40 years as on 14.03.2009.
- f) Qualifications, age and experience may be relaxed at the discretion of the appointing authority in exceptionally bright and deserving cases, based on experience in the field and for SC/ST/OBC candidates as per rules.
- g) Out station candidates called for the interview will be paid TA/DA as per rules on production of travel ticket.
- h) The Director, IIA, has the right to reject any application if it is found unsuitable for the positions. Interim inquiries will not be entertained. Canvassing in any form or bringing any influence including political pressure will be a disqualification.

Director