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INDIAN INSTITUTE OF ASTROPHYSICS
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PUBLIC TENDER NOTICE NO: IIA/101/2007-08 dated 11 September 2007

ON BEHALF OF THE DIRECTOR, INDIAN INSTITUTE OF ASTROPHYSICS (IIA), SEALED TENDERS ARE INVITED FOR PROVIDING RECEPTIONISTS, PROJECT CLERKS, COOKS AND SEMI-SKILLED WORKERS TO WORK AT THE INSTITUTE FOR ONE YEAR INITIALLY, ON THE FOLLOWING TERMS AND CONDITIONS:

Reputed firms registered as Contractors under the Labour Act 1976 are invited to quote for the above work.

Job Specification: Providing manpower (initially for one year) as indicated below to work at IIA, Bangalore and Gauribidanur campuses. The work assignment is for six days in a week with weekly off on Sunday. The agency should be in a position to provide: (i) extra manpower as and when required and, (ii) services of the deployed workmen to work long hours depending on the need.

Man Power: Receptionists, Project Clerks, Cooks and Semi-skilled workers.

Qualifications:-

- a) **Receptionist:-** PUC/Graduate with computer proficiency; good command over English, Hindi, Tamil and Telugu languages; Age below 28 years.
- b) **Project Clerks:-** PUC/Graduate; English typing with 40 words per minute; Computer proficiency in at least 3-4 software languages; Diploma in secretarial practice preferable; Age below 28 years.
- c) **Cook:-** Minimum 5/6 years experience in cooking Continental, South Indian dishes; (including both vegetarian and non-vegetarian); Age below 45 years.
- d) **Semi-skilled:-** Experience in mechanical, electrical and plumbing work; Age below 40 years.

Detailed tender indicating rates therein for each category of manpower (as per Minimum Wages Act) along with copy of Registration Certificate, PF, ESI registration etc. and works executed certificates for the past two years shall be received on all working days **upto 1530hrs on 25 September 2007** in the office of the Personnel Officer, Indian Institute of Astrophysics, 2nd Block, Koramangala, Bangalore – 560034.

The Indian Institute of Astrophysics reserves the right to accept any or all offers for consideration or cancel all without assigning any reason whatsoever.

For further information please log on to www.iiap.res.in

Administrative Officer