

INDIAN INSTITUTE OF ASTROPHYSICS
Koramangala, Bangalore 560034.
Tel.25530672 www.iiap.res.in

The INDIAN INSTITUTE OF ASTROPHYSICS is an autonomous academic national institution funded by the Dept of Science & Technology, devoted to carry out research in Astronomy, Astrophysics, Physics and Allied Topics, with its field stations in different locations.

RECRUITMENT – PROJECT ASSISTANTS:

Applications for the Project Assistant positions are invited. Tenure of the employment is initially for a period of one year and depending on the requirement of the Institute and performance of the candidate extendable for the second year. These positions are purely for the project and the Institute is not obligated to regularize the services.

1. PROJECT ASSISTANT (ADMINISTRATION):

Qualification and age limit: Graduate in any discipline, preferably in Commerce with a minimum of 50% marks in each year, with the knowledge of typewriting and stenography, well conversant in PC operation. Persons with Diploma in Secretarial practice with typing and stenography speed of 40/120 wpm may also be considered. Two to three years work experience in similar scientific institutions or well managed companies is required. Age limit: 30 years as on 31.07.2007.

The selected candidate shall be offered a sum of Rs.7500/- p.m. (all inclusive).

The incumbent will be required to assist in works related to the civil construction and other works that may be assigned. In order to complete the work in time, the incumbent is expected to work late and long hours depending on the need and a six day work per week applicants need to be male candidates.

2. PROJECT SECURITY ASSISTANT:

Qualification and age limit: Graduate in any discipline with 2 to 3 years work experience in Security Division in a supervisory level in a large organization / institution or retired army personnel in the rank of Captain / Gr.Captain / Colonel. Age limit: for civilian 30 years and for retd army personnel 45 years as on 31.07.2007.

The selected candidate shall be offered a sum of Rs. 8000/- p.m. (all inclusive).

Job assignment: The incumbent will be required to assist in complete security management, properties, communications, correspondence, maintenance of records of Institute properties assigned. Since the job is sensitive in nature the incumbent is expected to work late and long hours depending on the need and a six day work per week, applicants need to be male candidates.

Interested and eligible persons may send in their application with biodata, photographs, copies of certificates, testimonials, and two references, superscribing on the envelope the post applied for, to the Administrative Officer, Indian Institute of Astrophysics, Sarjapura Road, Koramangala, Bangalore 560034 on or before August 31, 2007.

Administrative Officer

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