



INDIAN INSTITUTE OF ASTROPHYSICS
(An Autonomous Institution under Department of Science & Technology, Govt. of India)
2ND BLOCK, KORAMANGALA, SARJAPUR ROAD, BENGALURU – 560034
Ph.No.25530672-676 – FAX No.25534043

Advt.No.IIA/11/2017 dated 13th October, 2017

The Indian Institute of Astrophysics (IIA) is an autonomous academic national institution of the Department of Science & Technology, Govt. of India dedicated to research in Astronomy, Astrophysics and Allied Physics. The Institute has its main campus in Koramangala, Bengaluru and CREST Campus at Hosakote, Bengaluru. It operates field stations at Kavalur & Kodaikanal in Tamil Nadu, Gauribidanur in Karnataka, and Leh and Hanle in Ladakh region of Jammu & Kashmir.

Online applications are invited from young, bright, and highly motivated individuals for the following positions to work at various campuses of the Institute:

Post No. : IIA/11/2017/01

Name of the Post	: ADMINISTRATIVE OFFICER
No. of post	: One (unreserved)
Mode of Recruitment	: Direct/Deputation
Scale of pay	: Pay Band 3 Rs.15600-39100 plus Grade Pay Rs. 7600/-
Age limit	: 50 Years.
Initial place of posting	: Bengaluru

Qualification & Experience :

- a) **Essential:** Bachelor's degree in Arts / Science / Commerce / B.E/B.Tech or equivalent from a recognized University with experience in scientific/research organizations in all aspects of administration, finance and accounts, stores and purchases, liaison work with government agencies, as under:

For Deputation: The candidates holding analogous post or equivalent with ten years combined regular service in the grade pay of Rs. 5400 and Rs. 6600 in the Pay Band 3 Rs.15600-39100 or equivalent in a Central/State Govt. Department / Institution / Research Institute / University.

For Direct Recruitment: 20 years experience in the relevant field, of which 10 years combined experience should be in the Grade Pay of Rs. 5400 and 6600 in the Pay Band 3 Rs. 15600-39100 or equivalent in a Central/State Govt. Department / Institution / Research Institute / University.

- b) **Desirable:** Post-graduate degree/Diploma such as MBA/M.Com/PGDM/ML and experience working in a computerized administrative environment as evidence by familiarity with relevant software packages.

Job description: Administrative Officer should have the acumen and the stature to be the overall in charge of all administrative function including Stores & Purchase and Finance & Accounts. He/She shall be responsible for providing support service to all the scientific and academic staff. The Administrative Officer should be capable of minuting the proceedings of various meetings, interacting with the government on various administrative issues, should be able to provide effective intra-departmental liaison. He/She should be able to work effectively in personnel management and deal with the general discipline in the Institute.

Note: UR – Unreserved; OBC – Other Backward Classes; SC – Scheduled Caste; ST – Scheduled Tribe; PWD – Persons with Disabilities; HI – Hearing Impairment

How to apply:

- 1) **Applications will be received on-line only.** The application for on-line registration will be available in the Institute web-site: www.iiap.res.in/jobs during the period from **13th October, 2017.**
- 2) Upon registration, applicants will be provided with an on-line Registration Number, which should be carefully preserved for future reference.
- 3) E-mail ID of the applicant will have to be provided in the application **CORRECTLY** and compulsorily.
- 4) For those already in employment under Central/State Government, Public Sector Undertaking or Autonomous Bodies, the on-line application has to be invariably followed up with a ‘No objection Certificate’ from the employer concerned, duly indicating the name and Reg.No. on the reverse.

Selection Process:

- 1) Selection to posts Sl. No.1 to 3 will be through 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 list of shortlisted candidates will be notified in the Institute website and call letters for interview will be sent only by e-mail.
- 2) Selection to posts Sl. No. 4 to 6 will be on the basis of initial screening, and then qualifying in the following written examination.

Post Sl. No.	Post	Syllabus for Written Test
4	Administrative Assistant	General English, General Knowledge and Arithmetic, Administrative knowledge such as Fundamental Rules & Supplementary Rules, General Financial Rules etc.
5	Upper Division Clerk	General English, General Knowledge and

		Arithmetic
6	Technical Assistant (Computer)	General English and Maths and subjects related to Diploma level Computer Engineering

- 3) Written test for the posts at Sl. No. 4 & 5 will be held at Bengaluru and for Sl.No.6. at Leh (Jammu & Kashmir).
- 4) The qualification and experience prescribed is the minimum requirement and the same does not automatically make candidates eligible for written test. Based on the academic performance, experience and bio-data, initial screening will be conducted. The list of shortlisted candidates and the date of written test will be notified in the Institute website and the Admission Card for written test will be sent only through e-mail.
- 5) The Institute reserves the right to conduct a skill test, if necessary, for the candidates who qualify written test. In case it is decided to conduct the skill test, the list of shortlisted candidates and date and venue will be notified in the Institute website and intimation will also be sent only through e-mail.
- 6) Final list of selected candidates will be notified in the Institute website.

Other Terms & conditions:

1. The above posts will carry pay and allowances as per 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 period of probation. The pay scales are under revision as per the VII Central Pay Commission and accepted by the Govt. of India.
2. The employee will be governed by the New Pension Scheme.
3. The appointees are liable be posted in any of the Institute's field stations and locations.
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. Departmental candidates / Government Servants are eligible for age relaxation as per Rules.
6. Candidates fulfilling the eligibility condition, desiring of applying more than one position, must apply separately for each position.
7. The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of completed application.
8. No TA will be paid for attending the written test / skill test.
9. Outstation candidates called for interview will be reimbursed to and fro train / bus fare by the shortest route limited to 3 AC railway fare for the post (Sl.No.1 to 3) on production of original tickets.
10. No correspondence will be entertained with the candidates not selected for written test/skill test/interview/appointment. Canvassing in any form will be a disqualification.

11. The Institute reserves the right to recruit or cancel the entire recruitment process for any or all the posts at any time without assigning any reasons whatsoever.
12. Misrepresentation or falsification of facts detected at any stage of the selection process or instances of misconduct/misbehavior at any stage during selection process shall result in cancellation of candidature without any notice and no correspondence in this regard shall be entertained.
13. Important dates to remember:-

Opening date for on-line registration	-	13-10-2017
Closing date for on-line registration	-	13-11-2017
14. For registration, please visit: www.iiap.res.in/job.htm

Sr. Administrative Officer