



दूरभाष Ph : 91-80-25530672-76

भारतीय ताराभौतिकी संस्थान INDIAN INSTITUTE OF ASTROPHYSICS

(विज्ञान व प्रौद्योगिकी विभाग, भारत सरकार के अधीन स्वायत्त संस्थान)

(An Autonomous Body Under Department of Science & Technology, Government of India)

कोरमंगला Koramangala, बेंगलूरु BENGALURU -560034

Advt.No.IIA/15/01/2021 dated 25.11.2021

Indian Institute of Astrophysics (IIA) is an autonomous academic national institution of the Department of Science & Technology, Government of India, dedicated to research in Astronomy and Astrophysics. The Institute has its main campus in Koramangla, Bengaluru. The Institute also has field stations/campus across the country: 1) Center for Research and Education in Science & Technology (CREST), Hosakote, Bengaluru; 2) Radio Astronomy Field Station, Gauribidanuru, Karnataka 3) Vainu Bappu Observatory (VBO), Kavaluru, Tamil Nadu; 4) Kodaikanal Solar Observatory (KSO), Kodaikanal, Tamil Nadu and 5) Indian Astronomical Observatory (IAO), Leh/Hanle, Union Territory of Ladakh.

Online Applications are invited from young, bright and highly motivated individuals for the following regular positions to work at IIA, Bengaluru and its other field stations/campuses. IIA reserves the right of posting the selected candidates at any of the IIA facilities as and when required. Current place of posting (in this advertisement) should be considered as initial place of postings.

Post No. 01:

Name of the Post	: ADMINISTRATIVE ASSISTANT
No. of post	: Two (UR-1, OBC-1)
Scale of pay	: VII CPC Pay Matrix Level-5 (Pay Range Rs.29200-92300)
Age limit	: 32 years
Place of posting	: Bengaluru, Kodaikanal & Kavalur

Qualification : Bachelor's degree in Arts / Science / Commerce or equivalent from a recognized University at least 50% marks in the aggregate; knowledge of computer applications such as word, excel, power point, internet, tally etc.

Experience : 8 years experience in handling Establishment / Administration / Accounts / Sores & Purchase matters in a State / Central Govt. Department / Institution / Research Institute / Autonomous Body / Public Sector Undertaking / University / Corporate Sector of Repute, out of which 05 years regular service in the pay scale of pay matrix Level-4 of VII CPC or equivalent (Rs.5200-20200 in PB 1 with Grade Pay of Rs.2400/- of VI CPC), with knowledge of computer applications such as word, excel, power point, internet, tally etc.

Job description: The appointee will be responsible for handling the issues of Administration, Stores & Purchase and Accounts.

How to apply:

- 1) Eligible candidates should **apply online** through Institute website https://www.iiap.res.in/iaa_jobs/. Candidates are required to upload their scanned recent photograph, educational/technical qualification certificates, Degree certificate, caste certificate (if applicable), experience certificates etc. declared in the application form and also Curriculum Vitae (CV). Educational/technical certificates and experience certificates should be uploaded separately in a single scanned pdf file. Experience certificate from the concerned employer including present employer in their letter head along with authorized signature and seal only considered as proof of experience. Offer letter, joining letter & pay slip will not be considered as experience proof. Applicants should keep ready all scanned documents before submission of application.
- 2) Online application without uploading all the required above stated documents will not be considered.
- 3) Candidates are requested to first register themselves by entering their name and e-mail address in the appropriate fields after clicking the "Register/Create New Account" button. An e-mail will be sent to the candidate's e-mail address which contains all the details of creating a password or one time password for log-in. Later you can reset your password by editing your 'Account'. After successful registration, candidates can fill up the application form by logging in using the user name and password. Upon registration, candidates will be provided with an on-line Registration Number, which should be carefully preserved for future reference. After successful uploading of application form, applicants will receive an acknowledgement of application to their e-mail id given in the application. Applicants are required to take out the print out of the online application and keep with them for future reference.
- 4) E-mail ID of the applicant will have to be provided in the application CORRECTLY and compulsorily.
- 5) Candidates already employed in Government / Autonomous Institutions / Semi Government Institutions / Corporations / Banks etc., may forward their applications through proper channel after successful registration of application.
- 6) In case of any difficulties in filling application form, please contact: webmaster@iiap.res.in

Selection Process:

- 1) Selection to posts will be on the basis of initial screening, and then qualifying in the Written &/or Skill test. 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 conduct test to all those candidates, the IIA has the right to limit the candidates to be called for test on the basis of qualifications and experience higher than the minimum prescribed in the Advertisement.

2) The Syllabus for Written test is as under:

Post Name	Syllabus for Written Test
Administrative Assistant	General English, General Knowledge and Arithmetic, Administrative knowledge such as Fundamental Rules & Supplementary Rules, General Financial Rules, Accounts & Finance, Accountancy, etc.

3) Written test &/or skill test for the above posts will be held at Bengaluru.

4) Qualification and experience prescribed is the minimum requirement and the same does not automatically make candidates eligible for written test. Initial screening will be conducted based on the academic performance and experience. List of shortlisted candidates and the date of written &/or skill test will be notified in the Institute website. Admission Card for written &/or skill 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, 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 post/s will carry pay and allowances as per Central Government Rules applicable to the Institute. Selected candidate will be on probation for a period of two years and confirmed in the post on satisfactory completion of probation.
2. The appointee will be governed by the National Pension System (NPS).
3. The appointees are liable be posted anywhere in India and in any of the Institute's field stations and locations.
4. Incomplete application, applications without requisite attachments will be summarily rejected.
5. Experience certificate from the concerned employer including present employer in their letter head along with authorized signature and seal only considered as proof of experience. Offer letter, joining letter & pay slip will not be considered as experience proof.
6. Age relaxation is permissible as notified by Govt. of India from time to time. Community certificate issued by competent authority in proof of SC/ST/OBC shall be submitted. OBC (Non-creamy layer) and SC/ST candidates shall submit valid community certificate in the format prescribed by Government of India.

7. Departmental candidates / Government Servants are eligible for age relaxation as per rules.
8. The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of completed application.
9. No TA will be paid for attending the written test and or skill test.
10. No correspondence will be entertained with the candidates not selected for written test and or skill test/ 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. The Institute reserves the right to increase or decrease the number of posts advertised.
13. 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.
14. **Closing date for on-line application - 17.01.2022.**
15. For registration, please visit: https://www.iiap.res.in/iaa_jobs/

प्रशासनिक अधिकारी Administrative Officer