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INDIAN INSTITUTE OF ASTROPHYSICS

(An Autonomous Body Under Department of Science & Technology, Government of India)
Koramangala, BENGALURU -560034

Advt.No.IIA/32/2022 dated 30.12.2022

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/Merak, 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.

Job ID: IIA/32/2022/1

Name of the Post : UPPER DIVISION CLERK
No. of post : 03 (EWS-1, OBC-2)
Scale of pay : VII CPC Pay Matrix Level-4 Pay Range Rs.25500-81100
Age limit : 30 years
Place of posting : Bengaluru/Hosakote/Kodaikanal/Kavalur/Gauribidanur.

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

Experience: Three years experience after graduation in handling Establishment / Administration / Accounts / Stores & Purchase matters in a State / Central Government / Autonomous Institutions / Public Sector undertakings / Corporate Sector Repute.

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

Job ID: IIA/32/2022/2

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

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

Experience : Eight years of experience after graduation in handling Establishment / Administration / Accounts / Stores & Purchase matters in a State / Central Govt. Department / Institution / Research Institute / Autonomous Body / Public Sector Undertaking / University / Corporate Sector of Repute, out of which five 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, date of birth certificate, educational/technical qualification certificates, Degree certificate (if applicable), Caste certificate & EWS claim 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 be considered as proof of experience. Offer letter, joining letter & pay slip etc., will not be considered as experience proof. Applicants should keep ready all scanned documents before submission of application. The uploaded documents should be visible/readable.
- 2) Online application without uploading all the required above stated documents will not be considered and the uploaded documents which are not visible/readable also 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 / Govt. Autonomous bodies / Semi Government Institutions/ PSU's/ Nationalized Banks etc., should compulsorily forward their application through proper channel after successful registration of application. The forwarding letter along with copy of online application with passport size photo pasted should be sent to Administrative Officer, Indian Institute of Astrophysics, Sarjapura Road, 2nd Block, Koramangala, Bengaluru – 560 034 superscribing “Application for the post offorwarding through proper channel ” within a month from the closing date of online application failing which such application will not be considered.
- 6) In case of any difficulties in filling application form, please contact: webmaster@iiap.res.in

Selection Process:

- 1) The IIA has the right to limit the candidates to be called for Written test &/or Skill 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:

Upper Division Clerk	General English, General Knowledge and Arithmetic, Administrative knowledge such as Fundamental Rules & Supplementary Rules, General Financial Rules, Accounts & Finance, Accountancy etc.
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 &/or Skill test. Initial screening will be conducted based on the academic performance and experience. Admission Card for written &/or skill test will be sent only through e-mail.
- 5) The Institute reserves the right to conduct skill test, if necessary. The marks obtained in the skill test shall be qualifying nature only and shall not count for merit except in case of tie.
- 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 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 to 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 be considered as proof of experience. Offer letter, joining letter, pay slip etc., 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) candidates should produce OBC Certificate in the prescribed format (as attached at Annexure-I) issued by the Competent Authority "FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA" only will be accepted and caste of OBC candidate should be notified in the central government OBC list. SC/ST candidates shall submit valid community certificate (as attached at Annexure-II) in the format as prescribed by Government of India and EWS candidates shall submit valid certificate as prescribed in the proforma (as attached at Annexure- III (Proforma for Economically Weaker Section-Income and Assets Certificate)) by Government of India.
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 &/or Skill test and also for document verification.
9. No correspondence will be entertained with the candidates not selected for Written test &/or skill test. Canvassing in any form will be a disqualification.
10. The Institute reserves the right to recruit, re-advertise or cancel the entire recruitment process for any or all the posts at any time without assigning any reasons whatsoever.
11. The Institute reserves the right to increase or decrease the number of posts advertised.
12. Action Against Candidates found guilty of misconduct :
 - 12.1. Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.
 - 12.2. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of :
 - 12.2.1. Using unfair means or
 - 12.2.2. Impersonating or procuring impersonation by any person or
 - 12.2.3. Misbehaving in the examination/Interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test (s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
 - 12.2.4. Resorting to any irregular or improper means in connection with his/her candidature or
 - 12.2.5. Obtaining support for his/her candidature by any unfair means or
 - 12.2.6. The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or Bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable;
 - (i). To be disqualified from the examination for which he/she is a candidate.
 - (ii). To be debarred, either permanently or for a specified period, from any examination conducted by IIA, Bangalore.
 - (iii). For termination of service, if he/she has already joined IIA, Bangalore.
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 - 28.03.2023 at 17:30 hours.**

15. For registration, please visit: https://www.iiap.res.in/iaa_jobs/

प्रशासनिक अधिकारी Administrative Officer

ANNEXURE-I

**(CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (OBC)
APPLYING FOR APPOINTMENT TO POSTS UNDER GOVERNMENT OF INDIA)**

This is to certify that Shri/Smt./Kum. _____ Son/ Daughter of Shri./ Smt. _____ of Village/Town _____ District / Division _____ in the _____ State belongs to the _____ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated: _____ *

Shri/Smt./Kum. _____ and/or his family ordinarily reside(s) in the _____ District / Division of _____ State/Union Territory. This is also to certify that he / she does not belong to the Persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 08/09/93**.

District Magistrate / Competent Authority

Dated:

Seal :

NOTE:

* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Smt/Kum* _____ son/daughter of _____
of village/town/* in District/Division* _____ of the State/Union Territory*
_____ belongs to the Caste/Tribes _____ which is recognized as a Scheduled
Castes/Scheduled Tribes* under:-

The Constitution (Scheduled Castes) order, 1950 _____
The Constitution (Scheduled Tribes) order, 1950 _____
The Constitution (Scheduled Castes) Union Territories order, 1951 * _____
The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.
The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.
The Constitution (Pondicherry) Scheduled Castes Order 1964@
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @
The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
The Constitution (Sikkim) Scheduled Castes Order 1978@
The Constitution (Sikkim) Scheduled Tribes Order 1978@
The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@
The Constitution (SC) orders (Amendment) Act, 1990@
The Constitution (ST) orders (Amendment) Ordinance 1991@
The Constitution (ST) orders (Second Amendment) Act, 1991@
The Constitution (ST) orders (Amendment) Ordinance 1996
The Scheduled Caste and Scheduled Tribe Orders(Amendment) Act 2002.
The Constitution (Scheduled Caste) Orders (Amendment) Act 2002.
The Constitution (Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002.
The Constitution (Scheduled Caste) Order (Amendment) Act 2007.

% 2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Smt _____ Father/mother _____ of Shri/Smt/Kum* _____ of village/town* _____ in District/Division* _____ of _____ the _____ State/Union Territory* _____ who belong to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

%3. Shri/Smt/Kum _____ and /or * his/her family ordinarily reside(s) in village/town* _____ of District/Division* _____ of the State/Union Territory of _____.

Signature _____
**Designation _____
(with seal of office)
Place _____
Date _____

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

** List of authorities empowered to issue Caste/Tribe Certificates:

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy.Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

ANNEXURE-III

FORM-GEN-EWS

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTION

Certificate No. _____

Date:

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kum. _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph in attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her "family"*** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets***:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri./Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Schedule Caste, Schedule Tribe and Other Backward Classes (Central List).

Signature with seal of Officer _____
Name _____
Designation _____

Recent photograph size attested photograph of the applicant.

* Note1: Income covered all sources i.e. salary, agricultural, business, profession, etc.

** Note2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents are siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

*** Note3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.