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INDIAN INSTITUTE OF ASTROPHYSICS
(An Autonomous Body under Department of Science & Technology, Government of India)
Koramangala, BANGALORE -560034

Advt. No. IIA/18/2014 dated 30.12.2014

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 Sciences & Technology. The Institute has its main campus in Koramangala, Bangalore and CREST Campus at Hosakote, Bangalore. It operates field stations at Kavalur & Kodaikanal in Tamilnadu, Gauribidanur in Karnataka, and Leh/Hanle in Jammu & Kashmir.

India has joined the Thirty Meter Telescope (TMT) project, the next generation astronomical observatory that will be located at Mauna Kea, Hawaii. India's participation in the TMT project, led by the Indian Institute of Astrophysics (IIA), Bangalore, Inter-University Centre for Astronomy and Astrophysics (IUCAA), Pune, and Aryabhata Research Institute for Observational Sciences (ARIES), Nainital is coordinated by the India TMT coordination center (ITCC) hosted at IIA, Bangalore. The TMT project is an international partnership between CalTech, Universities of California, Canada, Japan, China and India. More details about the project may be obtained from <http://tmt.iiap.res.in>

Online applications are invited from the interested candidates to work as **CONSULTANT-ADMINISTRATION** in the TMT- India Project on contract basis:

- 1) Eligibility criteria:** Retired Govt. Servants from Central Government/Central Autonomous Institutions in the pay scale of PB3 with Grade Pay of Rs.7600/- or PB4 with Grade pay of Rs.8700/- in the field of Administration/Finance with requisite qualification are only eligible to apply.
- 2) Qualification:** **Essential:** (a) Bachelor's Degree in Arts / Science / Commerce / Business Administration or equivalent from a recognized University, (b) Experience in administration, accounts, purchase, and office management, (c) Strong communication skills, both oral and written, including to generate a well written report, and (d) Knowledge of operating computer software packages.
Desirable: Experience in handling legal, audit matters and contracts.
- 3) Contract period:** Initially for a period of one year and extendable for further period subject to satisfactory performance of the candidate and requirement of the project.
- 4) Age limit:** Candidate should not be more than 65 years of age as on the last date for receipt of application.

5) Remuneration: The remuneration will be paid at the rate of Last Pay Drawn minus Basic pension (pension plus variable DR).

6) Job description:

- a) Preparation of draft manuals/guidelines for (a) recruitment, (b) purchases, (c) accounting, etc., under the general guidelines of DST's Office Memorandum for formation of ITCC and General Financial Rules (GFR) of Govt. of India.
- b) Handling the issues related to the administration and accounts of the project.
- c) Handling the issues related to the procurement of equipments and coordinate with relevant departments in Govt. of India for exemptions such as custom/excise duties, logistical arrangements etc.
- d) Any other work assigned by the Project Director from time to time.

Terms & Conditions :

1. Retired Government Servants with requisite qualifications and experience as prescribed would be offered the position of **CONSULTANT-ADMINISTRATION**.
2. The appointment of Consultant would be on full time basis purely on contract basis and he/she will not be permitted to take up any other assignment during the period of consultancy with IIA.
3. The consultant shall not indulge in or disclose to any person any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters which is of confidential/secret in nature in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
4. The consultant shall abide by data security policy and related guidelines issued by IIA.
5. The consultant shall be required to maintain discipline and absolute integrity in accordance with the rules as contained under CCS (Conduct) Rules, 1964.
6. The position of consultant is of temporary (non official) nature and is liable for termination at any time by giving a month's notice or in lieu of payment of one month's salary by either side, without assigning any reason.
7. A retired Government official offered the position of Consultant – Administration shall continue to draw pension and the dearness relief on pension during period of his engagement as Consultant-Administration. His/her engagement as Consultant-Administration shall not be considered as a case of re-employment.
8. The Consultant shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, Medical facility, etc.

9. Consultant shall be eligible for 08 days leave in a calendar year on pro-rata basis. Therefore, consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year.
10. IIA reserves the right to terminate the services of Consultant-Administration in case of absence by more than 15 days beyond the entitled leave in a calendar year without compelling reasons.
11. No TA/DA shall be admissible for joining the assignment or on its completion. TA/DA will be paid as per norms for travel on official deputation during the period of appointment.
12. The Consultant shall not claim any benefit/compensation/absorption/regularization of service with this institute.
13. The Consultant may be called on Saturday, Sunday and other gazette holidays, if required. The Consultant would, however, be eligible for compensatory leave.
14. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he/she will be liable for termination in addition to any administrative and/or legal action as Institute may deem fit.
15. The Consultant appointed by the institute, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the institute.
16. The Institute reserves the rights to cancel this advertisement, and not to proceed in the matter, at any stage, accept or reject any or all applications, without giving any explanation, whatsoever.
17. Candidates meeting the above requirements and willing to apply for the position may submit application **through online only**.
18. Last date for receipt of application is **27.01.2015**.

Administrative Officer