



## भारतीय खगोलभौतिकी संस्थान / INDIAN INSTITUTE OF ASTROPHYSICS

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

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

कोरमंगला Koramangala, बेंगलुरु Bengaluru - 560034

दूरभाष Ph : 91-80-25530672-76

### **Advt. No. IIA/07/2025-26 dated 02.06.2025**

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 Koramangala, 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, Gauribidanur, Karnataka; 3) Vainu Bappu Observatory (VBO), Kavalur, Tamil Nadu; 4) Kodaikanal Solar Observatory (KSO), Kodaikanal, Tamil Nadu and 5) Indian Astronomical Observatory (IAO), Leh/Hanle, Union Territory of Ladakh

Indian Institute of Astrophysics (IIA) has initiated a comprehensive education and outreach program through Cosmology Education and Research Training Centre (COSMOS) an upcoming LED Dome planetarium and a research training centre at Mysuru, Karnataka and online applications are invited from young, bright and highly motivated individuals for the following regular posts at Mysuru, Karnataka. The details of the post, Upper Age Limit, Essential qualifications and experience are as follows:

#### **1. Job ID: IIA/07/2025-26/1**

<b>Name of the Post</b>	Section Officer (Administrative and Accounts)
<b>No. of post &amp; Category</b>	01 (One) - Unreserved
<b>Pay Scale</b>	Level -07 (Rs.44900-142400) of VII CPC
<b>Essential Qualification</b>	A Bachelor's Degree from a recognized University/ Institute with knowledge in use of personal computer and its applications (MS Office).
<b>Essential Experience</b>	Three years of relevant working experience in Administration, Establishment, Account, Finance, Purchase and Stores after obtaining Bachelor's Degree in State or Central Government / Government Autonomous Bodies / Public Sector Undertakings/ Government Universities.
<b>Age Limit</b>	Not exceeding 30 Years
<b>Place of posting</b>	Mysuru, Karnataka.
<b>Job description</b>	The appointee will be responsible for handling the issues of Establishment Administration, Stores & Purchase and Accounts & Finance and to perform any other duties as assigned by Controlling Officer / Reporting Officer from time to time.

## 2. Job ID: IIA/07/2025-26/2

<b>Name of the Post</b>	Upper Division Clerk (Purchase)
<b>No. of post &amp; Category</b>	01 (One) - Unreserved
<b>Pay Scale</b>	Level -04 (Rs.25500-81100) of VII CPC
<b>Essential Qualification</b>	A Bachelor's degree from a recognized University/ Institution with knowledge of use of personal computer and its applications (MS Office).
<b>Age Limit</b>	Not exceeding 27 Years
<b>Place of posting</b>	Mysuru, Karnataka
<b>Job description</b>	The appointee will be responsible for handling the matters of Establishment, Administration, Stores & Purchase and Accounts & Finance and to perform any other duties as assigned by Controlling Officer / Reporting Officer from time to time.

### A. How to apply:

- 1) Eligible candidates should **apply online** through Institute website [https://www.iiap.res.in/iaa\\_jobs/](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, experience certificates, valid Caste certificate 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 will be considered as proof of experience. Offer letter, joining letter, pay slip etc., will not be considered as experience proof.
- 2) Applicants should keep ready all scanned documents before submission of application. The uploaded documents should be visible/ readable.
- 3) Online application without uploading all the required above stated documents will be summarily rejected and the uploaded documents which are not visible/readable will also not be considered. No further correspondences with the candidates in this regard will be made.
- 4) 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 (OTP) for initial logging-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.

- 5) E-mail ID of the applicant will have to be provided in the application correctly for communication purpose.
- 6) Candidates already employed in Central Government / State Government/ Autonomous Institutions / Semi Government Institutions/ PSU's/ Public Sector Banks etc., should compulsorily forward their application through proper channel after successful registration of online application. The forwarding letter along with copy of online application and relevant supporting documents (self-attested) with respect to Education and experience claim with recent passport size photo pasted should be sent to **The Administrative Officer, Indian Institute of Astrophysics, Department of Science and Technology, Sarjapura Road, 2<sup>nd</sup> Block, Koramangala, Bengaluru – 560 034 superscribing “Application for the post of .....forwarding through proper channel ”** within a month from the closing date of online application failing which such application will not be considered.
- 7) All details furnished in the online application will be treated as final and no changes shall be entertained later at any stage. Applicant will be solely responsible for the entries made in the application form.
- 8) In case of any difficulties in filling application form, please contact: [webmaster@iiap.res.in](mailto:webmaster@iiap.res.in)

#### **B. Selection Process:**

- 1) Selection to the all the posts will be based on written test &/or skill test.
- 2) Initial Screening of applications will be conducted based on the essential qualification and experience. However, 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 written test &/ skill test to all those candidates and the Institute 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.

- 3) 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.
- 4) The Syllabus for written test &/or skill test for the posts is as follows:

SL No.	Name of the Post	Syllabus for written test &/or skill test
01.	<b>Section Officer (Administrative and Accounts)</b> <b><u>(Job ID: IIA/07/2025-26/1)</u></b>	
	(a) Written Test	a. English Language and Comprehension b. Logical Reasoning & Computer Proficiency c. General Awareness and Current Affairs d. Numerical Ability (Arithmetic) e. <b><u>Service Matters:</u></b> Fundamental Rules & Supplementary Rules, CCS Conduct Rules, CCS(Pension) Rules, Disciplinary- CCS (CCA) Rules & Vigilance, Reservation in Services, DPC, Pay Fixation, Seniority, Legal Matters, Foreign Service, Deputation, Office Procedures, TA/DA rules, Leave Rules etc. f. <b><u>Financial Matters:</u></b> General Financial Rules (GFR), Income Tax, GST Rules, procedures for budgeting, Audit procedure, Role and functions of CAG, Balance Sheet and Trial Balance, Accountancy, Ledgers and postings, Bank reconciliation, Receipt & Payments, Budgets and Estimation, Knowledge of Tally Software etc. g. <b><u>Public Procurement:</u></b> Procurement of Goods and Services, GeM Rules and Procedures, Central Public Procurement Portal Tendering, Procuring, etc., Contract Management, Inventory Management, Procurement of goods and services, Procurements of works etc., Import of Goods etc.
	(b) Skill Test	Professional competence / skill test
02.	<b>Upper Division Clerk (Purchase)</b> <b><u>(Job ID: IIA/07/2025-26/2)</u></b>	
	(a) Written Test	a. English Language and Comprehension b. Logical Reasoning & Computer Proficiency c. General Awareness and Current Affairs d. Numerical Ability (Arithmetic) e. FR-SR, General Financial Rules, Income Tax, GST Rules, Accountancy, Procurement of Goods and Services, GeM Rules and Procedures, Leave Rules, Central Public Procurement Portal: Tendering, Procuring, etc. Contract Management, Inventory Management, Procurement Manuals, Import of Goods etc.
	(b) Skill Test	Professional competence / skill test

*The applicants may please note that the syllabus mentioned above is only indicative in nature and not exhaustive.*

- 5) The candidates applying for any post(s) should ensure that they fulfil all the eligibility conditions for the post(s). Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of call letter to the candidate will not imply that his/her candidature has been found eligible.
- 6) No correspondence whatsoever will be entertained from candidates regarding conduct and result of written &/or skill test and reasons for not being called for written &/or skill test.
- 7) Qualification and experience prescribed is the minimum requirement and the same does not automatically make candidates eligible for written test &/or skill test. Admission card for written &/or skill test will be sent only through registered E-mail ID.
- 8) Written test &/or skill test for the above posts will be held at Bengaluru only.
- 9) Candidates applying for more than one post should submit separate application forms for each post.
- 10) After successful online submission of the application, a printout of the application form must be obtained and submitted by the candidate when called for written &/or skill test. The Hard copy of the application is NOT to be sent to the Institute except for the candidates applying through proper channel as mentioned in Para No. A (6).
- 11) Final list of selected candidates will be notified in the Institute website.

### **C. 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 will be confirmed in the post only on satisfactory completion of probation period.
2. All the appointees shall be governed by the National Pension System (NPS) introduced by the Government of India notified vide Ministry of Finance (Department of Economic Affairs) Notification No. 5/7/2003-ECB & PR dated 22nd December, 2003 as amended from time to time.
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. Age relaxation is permissible as notified by Govt. of India from time to time.
6. The crucial date for determining the upper age limit, qualifications and experience shall be the prescribed closing date for submission of online application.
7. No TA will be paid for attending the written test &/or skill test and also for document verification for any posts.
8. No correspondence will be entertained with the candidates not selected for written test &/or skill test.
9. Canvassing in any form or influencing any official related to the recruitment/selection process would result in immediate disqualification of the candidate.
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 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) Termination of service, if he/she has already joined IIA, Bengaluru.

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 made.

14. Closing date for on-line application is **21.07.2025** at 17:30 hours.

15. For registration, please visit: [https://www.iiap.res.in/iiap\\_jobs/](https://www.iiap.res.in/iiap_jobs/)

--Sd/--

**प्रशासनिक अधिकारी Administrative Officer**