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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/14/02/2015 dated 6th August, 2015

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, a next generation astronomical observatory that will be located on Mauna Kea, Hawaii. India's participation in the TMT project, implemented by the Indian Institute of Astrophysics (IIA), Bengaluru, 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 eligible candidates for the following positions to work in the TMT - India Project :

Name of the position :	Project Admin. Assistant - II
No. of position :	ONE
Qualification :	Bachelor's degree in Science / Arts / Commerce / Business / Engg. / Management / from a recognized University.
Experience :	Minimum five years experience in handling Accounts / Finance / Stores & Purchase / Establishment matters. Knowledge of operating computer basic such as word / excel / internet / tally latest version etc., is essential. Candidates with Diploma in Secretarial Practice from the recognized Institute will be preferred. Ability to communicate effectively in English, Kannada, Hindi and other local languages.
Age limit :	35 years

Remuneration	:	Rs.28,000/- + applicable HRA per month
Place of work	:	Bengaluru
Nature of work	:	Assist the Programme Director in managing the ITCC office, maintenance of expenditure record, follow up with various Agencies and Institutions, coordinating meetings, etc.

Terms & Conditions :

- 1) The appointment is purely on contract basis and does not entitle any privileges or service benefits applicable to regular employees of the Indian Institute of Astrophysics. No claim whatsoever for regular employment in the Institute shall be entertained.
- 2) The tenure of appointment is initially for a period of three years, may continue for six – seven years and will co-terminate with the completion of the project. Continuation of contract appointment is subject to satisfactory performance of the candidate as judged by the Institute on annual basis.
- 3) There will be an annual increment in monthly remuneration @ 3% of the basic remuneration.
- 4) The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of completed applications.
- 5) 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.
- 6) Outstation candidates called for interview will be reimbursed to and fro train / bus fare by the shortest route limited to second sleeper class railway fare on production of tickets.
- 7) The prescribed educational qualifications are minimum required and mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it will not be convenient or possible for the Institute to interview all those candidates, the Institute 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.
- 8) The Institute reserves the right to cancel the entire recruitment process at any time without assigning any reasons whatsoever.
- 9) No correspondence will be entertained with the candidates not selected for interview / appointment. Canvassing in any form will be a disqualification.
- 10) Candidates meeting the above requirements and willing to apply for the position may submit application **through online only**.
- 11) **The last date for receipt of application is 7th September, 2015.**

Administrative Officer