



**INDIAN INSTITUTE OF ASTROPHYSICS**  
(An Autonomous Institution under Department of Science & Technology, Govt. of India)  
**2<sup>ND</sup> BLOCK, KORAMANGALA, SARJAPUR ROAD, BENGALURU – 560034**  
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**Advt.No.IIA/04/2016 dated 28<sup>th</sup> March, 2016**

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.

Online applications are invited from young, bright, and highly motivated individuals for the following position:

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**Post ID. IIA/4/1/3/2016:**

**Name of the Post** : SECTION OFFICER  
**No. of post** : One [UR]  
**Scale of pay** : Pay Band 2 Rs.9300-34800 plus grade Pay Rs. 4600/-  
**Age limit** : 35 years  
**Place of posting** : Bangalore (Karnataka)

**Qualification** : **(a) Essential:** Bachelor's degree in Science/Commerce/Arts or equivalent with at least 50% marks in the aggregate; 10 years relevant working experience in the field of Administration/Accounts/Stores & Purchase in a State / Central Govt. Department / Institution / Research Institute / Autonomous Bodies / Public Sector Undertaking / University, out of which 05 years regular service in the pay scale of Rs.9300-34800 in PB 2 with GP of Rs.4200/- or equivalent, with knowledge of computer applications such as word, excel, power point, internet, tally etc.

OR

Master's degree in Science / Commerce / Arts or equivalent with at least 50% marks in the aggregate; with 08 years relevant working experience in the field of Administration/Accounts/Stores & Purchase in a State / Central Govt. Department / Institution / Research Institute / Autonomous Bodies / Public Sector Undertaking / University, out of which 05 years regular service in the pay scale of Rs.9300-34800 in PB 2 with GP of Rs.4200/- or equivalent, with knowledge of computer applications such as word, excel, power point, internet, tally etc.

**(b) Desirable:** Diploma in Secretarial Practice. Knowledge of Govt. rules & Regulations, Computer application / Management Information System, Secretarial knowledge, noting & drafting, preparation of minutes, awareness of working requirement etc., of scientific/technological/academic Institutions/organizations.

**Job description** : The appointee will be responsible for handling the work related to Establishment, Administration, Stores & Purchase and Accounts and secretarial work.

Note: UR – Unreserved; OBC – Other Backward Classes; SC – Scheduled Caste; ST – Scheduled Tribe; PWD – Persons with Disabilities; HI – Hearing Impairment

### How to apply:

- 1) **Applications will be received on-line only.** The application for on-line registration will be available in the Institute web-site: [www.iiap.res.in/iiap\\_jobs/](http://www.iiap.res.in/iiap_jobs/) during the period from 11-4-2016 to 13-5-2016.
- 2) Upon registration, applicants will be provided with an on-line Registration Number, which should be carefully preserved for future reference.
- 3) E-mail ID of the applicant will have to be provided in the application CORRECTLY and compulsorily.
- 4) For those already in employment under Central/State Government, Public Sector Undertaking or Autonomous Bodies, the on-line application has to be invariably followed up with a 'No objection Certificate' from the employer concerned, duly indicating the name and Reg.No. on the reverse.

### Selection Process:

- 1) Selection to posts Sl. No.1, 2, 3, 11 & 15 will be through interview. 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 interview all those candidates, the IIA 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. The list of shortlisted candidates will be notified in the Institute website and call letters for interview will be sent only by e-mail.
- 2) For posts Sl. No.4, 5, 6, 7, 8, 9, 10, 12, & 13, selection will be on the basis of initial screening, and then qualifying in the following written examination. **There will be two papers - Objective Test (Paper-I) and Descriptive Test (Paper-II) and each carry 50 marks and duration is one hour.** Written test for all posts will be held at Bangalore excepting post Sl.No.13. Written test for post Sl.No.13 will be held at Leh (Jammu & Kashmir).

Post Sl. No.	Post	Syllabus for Written Test
4	Technical Assistant (Optics)	General English & Maths and subjects related to Graduate level Physics, Diploma level Mechanical Engineering and vacuum techniques
5	Technical Assistant (Civil)	General English and Maths and subjects related to Diploma level Civil Engineering
6 & 9	Upper Division Clerk	General English, General Knowledge and Arithmetic
7	Junior Technical Assistant (Drafting)	General English & Maths and subjects related to Diploma level Mechanical Engineering
8, 10 & 12	Mechanic 'A'	General English & Maths and subjects related to ITI level Trades
13	Lower Division Clerk	General English, General Knowledge and Arithmetic
14	Laboratory Assistant (Electrical)	General English & Maths and subjects related to ITI level Trades

- 3) The qualification and experience prescribed is the minimum requirement and the same does not automatically make candidates eligible for written test. Based on the academic performance, experience and bio-data, initial screening will be conducted. The list of shortlisted candidates and the date of written test will be notified in the Institute website and the Admission Card for written test will be sent only through e-mail.
- 4) Objective test (Paper-I) answer paper will be evaluated first. Only for those who qualify in the Objective test (Paper-I), the answer paper of the Descriptive test (Paper-II) will be evaluated.
- 5) The Institute reserves the right to conduct a skill test, if necessary, for the candidates who qualify both in the Objective and Descriptive papers. In case it is decided to conduct the skill test, the list of shortlisted candidates and 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 posts will carry pay and allowances as per Central Government Rules. Selected candidate will be on probation for a period of two years and will be continued on regular appointment subject to satisfactory performance during the period of probation.
2. The employee will be governed by the New Pension Scheme.
3. The appointees are liable to be posted in any of the Institute's field stations and locations.
4. 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.
5. Departmental candidates / Government Servants are eligible for age relaxation as per Rules.
6. Candidates fulfilling the eligibility condition, desiring of applying more than one position, must apply separately for each position.
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 / skill test.
9. Outstation candidates called for interview will be reimbursed to and fro train / bus fare by the shortest route limited to 3 AC railway fare for the posts (Sl.No.1 & 2) and second sleeper railway fare for remaining posts on production of original tickets.
10. No correspondence will be entertained with the candidates not selected for written test/skill test/interview/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. 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.

13. Important dates to remember:-

Opening date for on-line registration	-	11-04-2016
Closing date for on-line registration	-	13-05-2016

14. For registration, please visit: [http://www.iiap.res.in/iiap\\_jobs/?q=user/register](http://www.iiap.res.in/iiap_jobs/?q=user/register)

15. If you are already registered: [http://www.iiap.res.in/iiap\\_jobs/](http://www.iiap.res.in/iiap_jobs/)

Administrative Officer