INDIAN INSTITUTE OF ASTROPHYSICS
(An Autonomous Institution under Department of Science & Technology, Govt. of India)
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Advt.No.IIA/01/2017 dated 30-3-2017

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 Physics. The Institute has its main campus in Koramangala, Bengaluru and CREST Campus at Hosakote, Bengaluru. It operates field stations at Kavalur & Kodaikanal in Tamil Nadu, Gauribidanur in Karnataka, and Leh and Hanle in Ladakh region of Jammu & Kashmir.

Online applications are invited from young, bright, and highly motivated individuals for the following positions to work at various campuses of the Institute:

Job ID: IIA/01/2017/01

Name of the post	:	**LIBRARIAN**
No. of post	:	**One (unreserved)**
Scale of pay	:	**Pay Band 3 Rs.15600-39100 plus grade Pay Rs. 6600/-**
Age limit	:	**45 years**
Initial place of posting	:	**Bengaluru (Karnataka)**

Qualification: (a) Essential: A Masters degree in Science (including Library Sciences) or Mathematics or Information Technology, with a consistently good academic record.

(b)Desirable: A Ph D in Library and Information Science preferably in any of these areas: Documentation/Archives and Manuscript keeping/Computerization of Library.

Experience: At least 12 years experience (or 8 years after obtaining the Doctorate) working in an R & D Institution / Educational Institution / Public Library, of which 05 years regular service at the level of Deputy Librarian in the pay scale of Rs.15600-39100 in PB 3 with Grade Pay of Rs.5400/- or equivalent grade.

Job description: The Librarian is expected to have self-motivation, dynamism and ability to adapt to maintain the relevance of the library in this fast-changing world, in which modes of access to information are continually and rapidly evolving. The responsibilities of the Librarian include, but are not limited to, the following:

a) Managing the day-to-day functioning of the library and its staff; interaction with the user community; to continue and update journal subscriptions and book collection; interaction with print and electronic publishers; making financial projections; and working towards the target goals.

b) To continually evaluate the present set-up of the library, its resources, databases and MIS.

With the Institute's requirements in view, initiating necessary action to modernize and/or strengthen the structures to facilitate research at the Institute.

c) To strengthen the Institute's current active role in various inter-institutional consortia and professional bodies, coordinating their activities, and liaising with local and national institutes' libraries for exchange of information and for resource sharing.

d) To maintain and upkeep IIA archives and manuscripts.

e) To prepare, collect, maintain and disseminate information about IIA's publications and other research and development activities.

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/jobs/ during the period from 30-3-2017 to 1-5-2017.

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 to 6 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) Selection to posts Sl. No.7 to 11 will be on the basis of initial screening, and then qualifying in the following written examination.

Post Sl. No.	Post	Syllabus for Written Test
7	Administrative Assistant	General English, General Knowledge and Arithmetic, Admistrative knowlwdge such as Fundamental Rules & Supplementary Rules, General Financial Rules etc.
8	Upper Division Clerk	General English, General Knowledge and Arithmetic
9	Technical Assistant (Civil)	General English and Maths and subjects related to Diploma level Civil Engineering
10	Mechanic 'A'	General English & Maths and subjects related to ITI level Trades
11	Technical Assistant (Computer)	General English and Maths and subjects related to Diploma level Computer Engineering

3) Written test for all posts will be held at Bengaluru excepting post Sl.No.11. Written test for post Sl.No.11 will be held at Leh (Jammu & Kashmir).

4) 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.

5) The Institute reserves the right to conduct a skill test, if necessary, for the candidates who qualify written test. 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. The pay scales are under revision as per the VII Central Pay Commission and accepted by the Govt. of India.

2. The employee will be governed by the New Pension Scheme.

3. The appointees are liable 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 post (Sl.No.1 to 3) and second sleeper railway fare for the posts (Sl.No.4 & 5) 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   - 30-3-2017
    Closing date for on-line registration   - 1-5-2017

14. For registration, please visit: www.iiap.res.in/jobs/

<div align="right">Sr. Administrative Officer</div>