



दूरभाष Ph : 91-80-25530672-76

## भारतीय ताराभौतिकी संस्थान INDIAN INSTITUTE OF ASTROPHYSICS

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

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

कोरमंगला Koramangala, बेंगलूरु BENGALURU -560034

### **Advt.No.IIA/15/2019 dated 13<sup>th</sup> September, 2019**

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 Koramangla, Bengaluru and CREST campus at Hosakote, Bengaluru. It operates field stations at Kavalur & Kodaikanal in Tamil Nadu, Gauribidanur in Karnataka and Leh/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:

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#### **Post No. 03:**

**Name of the Post** : SECTION OFFICER  
**No. of post** : One [OBC]  
**Scale of pay** : VII CPC Pay Matrix Level-7 (Pay Range Rs. 44900-142400)  
**Age limit** : 38 years  
**Place of posting** : Bengaluru

**Qualification & Experience :** (a) **Essential:** Bachelor's degree in Arts / Science / Commerce or equivalent from a recognized University with at least 50% marks in the aggregate with 10 years relevant working experience after graduation in handling Establishment / Administration / Accounts & Finance/ Stores & Purchase matters in a State or Central Government /Govt. Research Institute or University/ Govt. Autonomous bodies / Public Sector Undertakings out of which 4 years regular service in VII CPC Pay Matrix Level-6 (PB 2, GP Rs. 4200/-) or equivalent. with working knowledge of computer applications such as word, excel, power point, internet, tally/ERP etc.

OR

Master's degree in Arts / Science / Commerce or equivalent with at least 50% marks in the aggregate with 08 years relevant working experience after Master Degree in handling Establishment / Administration / Accounts & Finance/ Stores & Purchase matters in a State or Central Government /Govt. Research Institute or University/ Govt. Autonomous bodies / Public Sector Undertakings out of which 4 years regular service in VII CPC Pay Matrix Level-6 (PB 2, GP Rs. 4200/-) or equivalent with working knowledge of computer applications such as word, excel, power point, internet, tally/ERP 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.

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**Note:** OBC: Other Backward Class

**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, educational/technical qualification certificates, Degree certificates, caste certificate (if applicable), experience certificates etc. declared in the application form and also Curriculum Vitae (CV). Educational/technical certificates and experience certificates should be uploaded separately by making each single scanned pdf file. Applicants should keep ready all scanned documents before filling of online application. Online application without uploading all above stated documents will not be considered.
- 2) 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 for log-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.
- 3) E-mail ID of the applicant will have to be provided in the application CORRECTLY and compulsorily.
- 4) For those already employed under Central/State Government, Public Sector Undertaking or Autonomous Bodies, the online application should be forwarded through proper channel.
- 5) In case of any difficulties in filling application form, please contact: [webmaster@iiap.res.in](mailto:webmaster@iiap.res.in)

**Selection Process:**

- 1) Selection to post of Section Officer will be on the basis of initial screening, and then qualifying in the Written test &/or Skill test.

Syllabus for Written Test
General English, General Knowledge, Arithmetic and Administrative (in Govt.) knowledge such as Fundamental Rules & Supplementary Rules, General Financial Rules, Delegation of Financial Powers Rules, Accounts & Finance, Accountancy, Purchase & Stores procedures.

- 2) Written test will be held at Bengaluru.
- 3) Qualification and experience prescribed is the minimum requirement and the same does not automatically make candidates eligible for written test. Initial screening will be conducted based on the academic performance and experience. List of shortlisted candidates and the date of written test &/or skill test will be notified in the Institute website. Admission Card for written test &/or skill test will be sent only through e-mail.
- 4) The Institute reserves the right to conduct a skill test of Viva Voce on communication skills, ability etc for the candidates who qualified in written test. In case it is decided to conduct the skill test, the list of shortlisted candidates, date and venue will be notified in the Institute website and intimation will also be sent only through e-mail.
- 5) 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 applicable to the Institute. Selected candidate will be on probation for a period of two years and confirmed in the post on satisfactory completion of probation.
2. The employee will be governed by the National Pension Scheme (NPS).
3. The appointees are liable 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. Community certificate issued by competent authority in proof of OBC should be submitted. OBC candidates (Non-creamy layer) should submit valid community certificate in the format prescribed by Government of India.

6. Departmental candidates / Government Servants are eligible for age relaxation as per Rules.
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. No correspondence will be entertained with the candidates not selected for written test/skill test/ appointment. Canvassing in any form will be a disqualification.
10. 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.
11. 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.
12. Important dates to be noted:

**Opening date for on-line registration - 27.09.2019**

**Closing date for on-line application - 28.10.2019**

13. For registration, please visit: [https://www.iiap.res.in/iaa\\_jobs/](https://www.iiap.res.in/iaa_jobs/)

**प्रशासनिक अधिकारी Administrative Officer**