



**ADVT. NO.: 19/2020**  
**(Apply on or before August 12, 2020)**

Indian Institute of Science Education and Research Tirupati, is a premier autonomous Institution established by the Ministry of Human Resource Development, Government of India, for promotion of high quality science education and research in the country.

The Institute invites applications from Indian nationals possessing excellent academic record and relevant work experience for the following Non-teaching positions: -

1	Name of the post	<b>Private Secretary (Group – B)</b>
2	Number of posts and Category	<b>01 – UR</b>
3	Pay Level	Level – 07 (Grade Pay of Rs. 4,600/- as per 6 <sup>th</sup> CPC)
4	Essential educational qualifications and experience	Bachelor's degree in any discipline with 55% of marks or its equivalent from a recognized University / Institute. Minimum speed of 100 w.p.m. in stenography.
5	Desirable	Proficiency in English, Hindi and all MS-Office applications.
6	Job requirements	Providing secretarial assistance to Director / Registrar. Maintaining all statistical records / data. Any other work as assigned by the higher officers from time to time.
7	Age	Not more than <b>36</b> years as on closing date of advertisement.

1	Name of the post	<b>Office Superintendent (Group – B)</b>
2	Number of posts and Category	<b>01 - UR</b>
3	Pay Level	Level – 06 (Grade Pay of Rs. 4,200/- as per 6 <sup>th</sup> CPC)
4	Essential educational qualifications and experience	First Class Bachelor's degree or equivalent degree from a recognized University or Institute in any discipline. OR Master's Degree from recognized University or Institute with excellent academic record.
5	Desirable	Knowledge of computer applications viz. Word processing, spread sheet.
6	Job requirements	Manage the activities of Administration and Accounts.
7	Age	Not more than <b>30</b> years as on closing date of advertisement.



## **GENERAL INFORMATION / DETAILS ABOUT THE POST**

- 1) Candidates should fully satisfy themselves before applying that they possess the qualification and experience etc. as laid down in this advertisement.
- 2) The applicant will be responsible for the authenticity of information submitted / documents and photograph. It is the responsibility of the candidate to assess his / her own eligibility to the post(s) for which he / she is appearing in accordance to this advertisement. If it is detected at any time in future, during the process of selection or even after appointment that the candidate was not eligible as per the prescribed Recruitment Rules of the Institute which could not be detected at the time of selection for whatsoever reason, his/her candidature/appointment shall be liable to be cancelled/terminated immediately.
- 3) All above posts are as per the Central Government pay scales and carry allowances like House Rent, Transport and Children's Education as admissible to Central Government employees of the respective pay level posted in Tirupati.
- 4) These posts will be covered under New Pension Scheme of Govt. of India and incumbent will be eligible for other benefits like Medical, LTC, etc. as per the Government / Institute norms.
- 5) The qualification prescribed should have been obtained from recognized Universities / Institutions.
- 6) Age relaxation as admissible to Physically Handicapped / Ex-Serviceman applicants shall be considered as per Government of India norms. Such candidates must ensure that they are entitled to relaxation and possess the valid certificates / documents prescribed by Gol in support of their claim.
- 7) If a candidate indicates in his/her application form for IISER Tirupati that he/she belongs to General Category but subsequently writes to the IISER Tirupati to change his/her category to a reserved one, such request will not be entertained.
- 8) A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belongs is included in the list of reserved communities issued by the Central Government.
- 9) Candidates seeking reservation benefits available for the respective categories must ensure that they are entitled to such reservation as per eligibility prescribed in



Government of India (GoI) orders and possess the valid certificates in the format prescribed by GoI in support of their claim.

- 10) In case of posts reserved for OBC, their caste should be in the central list of OBCs and they should be in the Non Creamy Layer Category.
- 11) Age relaxation for SC / ST/ OBC (NCL) / EWS is applicable, only if the post is reserved for that particular category.
  - a) Age relaxation for Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Class (OBC) Non Creamy Layer (NCL) and Economically Weaker Sections (EWS), wherever applicable and admissible.
  - b) All candidates, irrespective of community may be considered against UR vacancies, subject to fulfilment of eligibility criteria prescribed for UR candidates. However, against the vacancies earmarked for specific communities (SC/ST/OBC-NCL/EWS), only candidates belonging to that community will be considered.
  - c) For availing reservation, SC/ST/OBC-NCL candidates should furnish valid Caste Certificate from Competent Authorities at the time of document verification.
  - d) Further, in case of OBC-NCL candidates, the certificates should specifically indicate that the candidate does not belong to the Persons/Sections (Creamy Layer) mentioned in Column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93- Estt. (SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-Estt. (Res) dated 09.03.2004, 27.05.2013, 13.09.2017 and further revision if any received till the closing date for ONLINE Registration. The candidate should ensure that he/she belongs to the OBC- Non Creamy Layer category while applying for the posts against this notice. Such candidate should produce a valid OBC certificate in the prescribed format during Document Verification. Further, in addition to the Community Certificate (OBC-NCL), a declaration if required has to be furnished by the candidate during Document Verification, that he/she does not belong to the creamy layer, otherwise, their claim for reserved status (OBC-NCL) will not be entertained and the candidature/application of such candidates, if fulfilling all the eligibility conditions prescribed for General (Un- reserved) category, will be considered against General (UR) vacancy only.
  - e) Reservation for Economically Weaker Sections (EWS):  
Candidates who are not covered under the scheme of reservation for SC/ST/OBC-NCL and whose family has gross annual income below Rs 8.00 Lakh (Rupees eight lakh only) are to be identified as EWS for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also candidates



# भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI

(An Autonomous Institute under Ministry of Human Resource Development, Govt. of India)

Transit Campus: C/o. Sree Rama Engineering College Campus, Karakambadi Road,

Mangalam B.O, Tirupati – 517 507, Andhra Pradesh, India.

whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:

- a) 5 acres of agricultural land and above;
  - b) Residential flat of 1000 sq. ft. and above;
  - c) Residential plot of 100 sq. yards and above in notified municipalities;
  - d) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
- f) The property held by a “Family” in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status. The term “Family” for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
- g) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities shall only be accepted as candidate’s claim as belonging to EWS:
- a) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / 1st Class Stipendary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
  - b) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate.
  - c) Revenue Officer not below the rank of Tehsildar and
  - d) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
- h) The candidates applying against the vacancies reserved for EWS must possess Income and Asset Certificate as on closing date of registration of application for this notice. Further, these candidates are also required to produce valid Income and Asset Certificate during document verification. Failing in these stipulations, their claim for reserved status under EWS will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions prescribed for General (Un-reserved) category, will be considered under General (UR) vacancies only.
- i) Candidates belonging to SC/ST/OBC-NCL/EWS who fulfil required educational qualification/Technical/Professional qualifications can also apply against UR vacancies. They will however, have to compete with the UR candidates and will not be eligible for any relaxation including age relaxation. However, candidates have to indicate their actual community in the application.
- j) Community/EWS status as on the closing date for ONLINE Registration of application for this notice shall only be considered for availing reservation benefits if



eligible and any request for change in the community/EWS status of the candidate thereafter shall not be entertained.

- 12) Once a candidate has chosen a reserved category, no request shall be entertained for change to other reserved category viz. SC to ST, ST to SC, OBC to SC/ST or SC/ST to OBC, SC to EWS, EWS to SC, ST to EWS, EWS to ST, OBC to EWS, EWS to OBC (or) any other such requests.
- 13) In case of a candidate unfortunately becoming physically disabled during the course of the recruitment process, the candidate should produce valid document showing him/her acquiring a disability to the extent of 40% or more as defined under The Rights of Persons with Disabilities Act, 2016 to enable him/her to get the benefits of PwBD reservation for posts reserved under PwBD quota.
- 14) Reservation policy as per Gol norms is followed.

Category	Age relaxation
SC/ST	5 years against reserved posts only.
OBC	3 years against reserved posts only.
PWD with minimum 40% disability	15 years for SC/ST, 13 years for OBC, and 10 years for others against all the posts identified suitable for the relevant category of disability; subject to maximum age not exceeding 56 years on the last date for receipt of applications.
Ex-servicemen & Departmental Candidates with three years continuous service in Central Government.	As per Government of India norms.

- 15) Number of posts indicated may increase or decrease as per the Institute requirement.
- 16) The Institute reserves the right to not to fill the post advertised and rejecting any or all of the applications without assigning any reason thereof.
- 17) Age should not exceed the limit as on the closing date for receipt of application.
- 18) Positions may be filled from the applicants from Physically Handicapped Category (Persons with disabilities) if found suitable, even if the post is not reserved under PwD category. Therefore, PwD candidates are encouraged to apply.
- 19) IISER Tirupati strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- 20) Application from the candidates working in Government Departments, Public Sector Undertakings and Government Funded Research Agencies must be **sent through proper channel and with a clear certificate that the applicant (if selected) will be**



**relieved within one month of receipt of appointment order along with Vigilance Clearance Certificate.** However, online application may be submitted before the last date as an advance copy. **They are required to submit NOC at the time of appearing for Interview, failing which the candidate will not be allowed for interview.**

- 21) The prescribed Essential Qualifications / Experience indicated are bare minimum and mere possession of same will not entitle the candidates to be called for interview / selection process. Where the number of applications received in response to an advertisement is large, it may not be convenient or possible to call all the candidates. The Institute may restrict the number of candidates to be called for written exam / skill test / interview to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish full details of qualifications and experience possessed in the relevant fields, over and above the minimum prescribed. Documentary evidences of qualification and experience will be verified during the selection process. Any discrepancy found in documents of candidates will lead to cancellation of their candidature.
- 22) Relaxation in age, educational qualification and / or experience may be considered in case of exceptionally meritorious candidates, as per norms.
- 23) Decision of the Institute in all matter relating to the eligibility of the candidate, screening / Skill / Written test and selection would be final and binding on all the candidates.
- 24) The appointment of the selected candidates will be subject to their being found medically fit as per the requirements of the Institute.
- 25) The Institute shall verify the antecedents or documents submitted by a candidate at any time, at the time of appointment or during the tenure of the services. In case, it is detected that the documents submitted by the candidates are fake or the candidate has doubtful / unacceptable antecedents / background and has suppressed the said information, then his / her services shall be terminated forthwith and in addition, legal action may be initiated against such candidates / employees as per law.
- 26) Candidates who desire to apply for more than one post should apply online separately for each post.
- 27) In case of any corrigendum / addendum pertaining to this advertisement, the same shall be published in the Institute's website only.
- 28) All the future correspondences regarding the further selection process, shortlisting of candidates and important dates like written test, Interview etc. shall be uploaded on the Institute's website (<https://www.iisertirupati.ac.in>). It shall be the responsibility of the candidates to monitor the same.



- 29) **Canvassing in any form and / or bringing any influence, political, or otherwise, will definitely be treated as a disqualification for the post applied for.**
- 30) Application incomplete in any respect will be summarily rejected.
- 31) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 32) **An application fee of Rs. 300/- (Rs. 150/- for SC/ST/PWD applicants) is to be paid while filling the online application.**
- 33) **The application fee once paid will not be refunded or re-adjusted under any circumstances.**

### **HOW TO APPLY**

**Last date for submitting on-line application is August 12, 2020.**

Interested candidates fulfilling the eligibility as per the above given criteria may apply online in the prescribed application format. Click on the link “Apply Online” available below this advertisement and apply for the post by completing your Registration under the “New Registration” link by clicking “Click here to login here to Apply”.

**AFTER LOGIN, CANDIDATES ARE REQUESTED TO READ THE INSTRUCTIONS IN THE APPLICATION PORTAL CAREFULLY BEFORE FILLING THE APPLICATION FORM.**

Please keep your personal details, qualification details, details of references, experience details, other relevant details, soft copy of the passport size photograph with you and printer attached to your desktop before starting online application.

In case, name of the degree that you possess is not listed in the drop down option, please select “other” and enter name of the degree, specialization and other desired details in the field named as “specialization”.

**In case the applicant has completed the degree/s, course/s through Distance learning / Correspondence / Part –Time method:**

- Please mention in the Specialization field if the particular degree / course has been done through Distance / Correspondence / Part time as the case may be.
- In case the degree / course is completed through Private College / Institute not affiliated to any University, mention Private in the Specialization field in addition to other details.
- **Final result declared with CGPA / GPA to be converted in % as per the formula given by the respective University / Institute and to be entered in the respective field.**

**While entering the details of employment, details under the column “Pay Scale” should be entered as under:**



- 1) In case applicant is/was drawing salary as per the 6<sup>th</sup> pay scale – Just Enter Pay Band and Grade Pay of the post (Example – [PB3 - (BP+GP)]).
- 2) In case applicant is/was drawing salary as per the 7<sup>th</sup> pay scale – Just Enter Level (Example – Level 5[x] or Level 10[x] as the case may be).
- 3) In case applicant is/was working in PSU – Enter “PSU – (Write Scale)”. Example: PSU-18000-2400-26060.
- 4) In case applicant is/was working in Pvt. Organization then enter “Basic salary” i.e. Rs. 55000 OR Rs.78000.
- 5) In case applicant is/was drawing consolidated pay – enter “Consolidated Pay” i.e. Rs. 55000 OR Rs.78000.

**In case of re-appointment / promotion / up-gradation in different scale while working in the same organization / Institute, please mention on the subsequent row with all required details.**

Information not covered in the application may be entered in brief in the field at Sr. 11 “Any other relevant Information”.

Detailed instructions for filling the application is available under the Instructions tab in the website.

**Once you submit the application, you will not be able to retrieve the application. Candidates who have submitted “Online application” only shall be considered for selection process. Print Application feature will be available only until the closing date of the advertisement. Hence, candidates are instructed to take print out of their respective applications immediately after successful submission of their application.**

**List of Shortlisted candidates will be displayed on the Institute’s Website. Applicants are instructed to visit the website regularly. Shortlisted candidates will be informed only by email only and no separate communication will be sent.**

When called for the selection process, applicants have to bring **printed copy of the online application** (affix colour passport size photograph on application form), **call letter sent via e-mail for the selection process**, self-attested certificate in support of **age**, **Government issued valid ID Proof**, mark sheets and certificates of **educational qualification, experience** certificate/s, valid caste certificate and other documents **in support of the information submitted** in the online application.

For any **transactional/technical errors** while filling the application, kindly send an email to [ravi@iisertirupati.ac.in](mailto:ravi@iisertirupati.ac.in)