



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI
(An Autonomous Institution of Ministry of Human Resource Development, Govt. of India)
Transit Campus: C/o. Sree Rama Engineering College, Karakambadi Road,
Mangalam (P.O.), Tirupati, Andhra Pradesh – 517 507.

Advt. No. 09/2020

IISER-T/Admin/PS/03/2020

March 06, 2020

Subject: Inviting applications from retired / on verge of retirement PA/PS/Steno of Central Govt. / Autonomous bodies for rendering their services as PS at IISER Tirupati on contract - reg.

Applications are invited from retired / on verge of retirement PA/PS/Steno of Central Govt. / Autonomous bodies with a minimum of 20 years of experience to render their services as Private Secretary on contract basis at IISER Tirupati initially for a period of one year against the vacant post. Their monthly remuneration would be paid on the basis of their last pay drawn minus pension as per rules. The engagement of such personnel will be purely on temporary basis which can be extended depending on the basis of their performance and Institute requirement.

The applications in the attached prescribed format (complete in all aspect) are invited from the retired / on verge of retirement PA/PS/Steno of Central Govt. / Autonomous bodies with a minimum of 20 years of experience along with the requisite documents i.e., copy of PPO, Last Pay Certificate & bank Details to process their cases, accordingly. Also, an application fee of INR 300/- (Rupees Three Hundred only) in the form of Demand Draft in favour of “The Director, IISER Tirupati” to be sent along with application form.

The envelopes containing the application should be clearly superscribed “**Application for the post of “Private Secretary” on contractual basis vide advt. no. 09/2020**”. Applications received after closing date and time and incomplete in any aspect will not be considered.

In case large number of applications received, the Institute reserves the right to conduct a screening test for the same.

The eligible candidates will be required to appear before the selection committee after screening test (if any). The date and time would be informed to the eligible candidates after scrutiny of the applications received.

The hard copy of the application must be sent to the below address on (or) before 1700 hrs of 22/04/2020.

Address:
The Registrar,
IISER Tirupati
Transit Campus: Opp. Sree Rama Engineering College,
Karakambadi Road, Mangalam (P.O),
Tirupati-517507.