ADVT. NO.: 18/2026
(Apply on or before December 13, 2026)

The Inter-University Centre for Astronomy and Astrophysics (IUCAA) is an autonomous institution set up by the University Grants Commission (UGC) of India to promote the nucleation and growth of active groups in astronomy and astrophysics at Indian universities. IUCAA aims to be a Centre of excellence within the university sector for teaching, research and development in astronomy and astrophysics.

The Centre invites online applications from Indian nationals possessing an excellent academic record and relevant work experience for the following positions: -

1.	Name of the post	**Senior Administrative Officer**
2.	Mode of Recruitment	**Direct Recruitment**
3.	Number of posts and reservation	**One (01) - UR**
4.	Group & Pay Level	Group A & Level 12 (Entry Pay Rs. 78,800/-) as per 7th CPC.
5.	Essential educational qualifications and experience	Master's degree with 55% marks with eight years' experience in personnel/purchase & stores/ Finance & accounts in Govt./ University/ Autonomous Body in Pay Level 11.
6.	Desirable	Preference will be given to candidates who have higher qualifications & working knowledge, experience, etc.
7.	Job Description	a) Secretarial Work: The SAO shall act as Non-Member Secretary of the Finance Committee. He will be the Member Secretary of the Standing Committee for Administration. b) Legal aspects: The SAO shall act on behalf of IUCAA in legal matters as instructed by the Director. c) Work under the general control of the Director. d) Office Management: The SAO will be in charge of Scientific staff, Administrative and Supporting Staff. e) Maintenance of the premises: The SAO will look after the maintenance and upkeep of the premises and the property of IUCAA. f) Employee Relations: The SAO will be responsible for managing employee relations, including resolving conflicts, providing guidance on employee policies, and managing disciplinary actions. g) Performance Management: The SAO will be responsible for performance management process, which includes setting goals, providing feedback, and conducting performance evaluations, procedure for promotion, MACP cases, seniority etc. h) Compliance: The SAO will ensure that the organization is

		complying with all relevant laws and regulations related to personnel and labour laws.
8.	Age	45 years 50 (For Central & State Govt. Autonomous Bodies, University Employees).

Note:

1) While filling out the online application, applicants are required to submit a write-up of approximately ~1,500 words describing the most significant achievements of their professional careers.
2) The applicant will also have to arrange for confidential reports from two of their Supervisors about the professional capabilities of the applicant. (Please refer to the online application for the necessary instructions in this regard.)

GENERAL INFORMATION / DETAILS ABOUT THE POST(S)

1) The above post is as per the pay scales applicable to Central Autonomous Bodies (CAB) and carry allowances like House Rent, Transport and Children's Education as applicable to CAB's and adopted by the Centre.

2) The post is presently covered under the New Pension Scheme (NPS) of Govt. of India. However, the pension scheme shall change subject to the instructions of the GoI as applicable to Autonomous Bodies in future. The incumbent will also be eligible for other benefits like Medical, LTC etc. as per the Centre norms.

3) The academic qualifications prescribed should have been obtained from recognized Universities/Institutions and recognized/approved by the relevant government authorities e.g., UGC/AICTE etc. Further, the duration and nomenclature of all educational qualifications i.e. Bachelor's and Master's Degree etc. must be as per UGC norms.

4) The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates.

5) It shall be the sole responsibility of the applicant to fully satisfy that he/she possesses the essential qualifications and experience etc. as laid down in this advertisement for the post/s before applying for the position.

6) The applicant will be solely and entirely 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 Centre 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.

7) In case of any inadvertent mistake in the process of selection, which is detected at any stage even after the issue of appointment order or anytime during the service, the Centre reserves the right to modify/ withdraw/ cancel any communication (including the offer of appointment) made to the applicant.

8) **Reservation:**
   a) A candidate will be eligible to get the benefit of reservation only in case the particular caste to which he/she belongs is included in the list of reserved communities issued by the Central Government. Candidate should possess prescribed certificate in the format as per the Govt. of India norms.
   b) Candidates seeking reservation benefit under OBC-NCL category must ensure that they possess the Non-Creamy Layer certificate in the prescribed Govt. of India format in support of their claim valid as on last date of application. OBC-Creamy Layer candidates are not be eligible to get the benefit of reservation.
   c) Candidates seeking reservation benefit under Economically Weaker Section (EWS) category must ensure that they possess the valid EWS certificate in the prescribed Govt. of India format in support of their claim valid as on last date of application.
   d) Only such person who suffer from not less than 40% of relevant disability, would be eligible for concession/ reservation of PwBD. Candidate should possess relevant disability certificate as prescribed under “Rights of Persons with Disability Act, 2016”.
   e) All such applicants must ensure that they are entitled to relaxation and possess the valid certificates/ documents prescribed by Govt. of India in support of their claim.
   f) In case if it is found at any point of time that the category related certificates submitted by candidate is/are not genuine and / or false, he/she will be liable for appropriate disciplinary action as deemed fit by the Competent Authority of the Centre in addition to the termination of appointment and further liable for appropriate legal action as per law.
   g) If a candidate indicates in his/her application form that he/she belongs to SC/ST/OBC/PwBD/EWS/General category but subsequently writes to the Centre to change his/her category, such request shall not be entertained by the Centre.

9) **Age relaxation:**
   a) Age relaxation admissible to reserved categories shall be applicable only in respect

of posts earmarked for such categories.

b) Age relaxation to PwBD and Ex-servicemen applicants shall be considered as per the Government of India norms. Such candidates must ensure that they are entitled to relaxation and possess the valid certificates/ documents prescribed by Govt. of India in support of their claim.

10) Number of posts indicated may increase or decrease as per the Centre requirement.

11) The Centre reserves the right to not to fill the post advertised and rejecting any or all of the applications without assigning any reason thereof.

12) Positions may be filled from the applicants with Persons with Benchmark Disabilities if found suitable, even if the post is not reserved under PwBD category. Therefore, **PwBD applicants fulfilling the eligibility criteria are encouraged to apply.**

13) Application from the candidates working in Central Government, State Government Departments, Public Sector Undertakings and Government Funded Research Agencies must upload their No Objection Certificate along with the Vigilance Clearance Certificate. Candidates who are shortlisted for selection process shall ensure that they satisfy the criteria of No Objection Certificate and Vigilance Clearance Certificate also in addition to the essential qualification and experience, while attending the selection process. Applications without No Objection Certificate and Vigilance Clearance Certificate will be summarily rejected.

14) 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 Centre reserves the right to 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.

15) The Centre may/may not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, experience, age, No Objection Certificate, Vigilance Clearance Certificate (wherever applicable), etc. and satisfy themselves that they are eligible for the post(s). When scrutiny of documents is undertaken at any stage of the recruitment process, if any claim made in the application is not found substantiated, the candidature will be cancelled and the decision of the Centre shall be final and binding for all the candidates.

16) The experience certificate(s) shall clearly mention the starting date, ending date of employment, duration of employment (date, month & year) indicating the pay scale with basic pay and/or consolidated pay for the complete period served in that designation/rank/post. Experience Certificate must contain all details of all posts/ designations/rank held (including present position), at each pay level in a tabular format.

17) The experience certificate(s) should clearly mention the nature of duties performed/ experience obtained in the post(s) with duration(s).

18) Appointment letters/ Appreciation letter/ Pay slips/ transfer or promotion orders/ office orders/ unsigned experience certificate/ self-employment experience certificate/ PPO shall not be considered as valid proof of experience. Candidates uploading any such or similar documents which does not contain complete information as mentioned in point no. 20 will be summarily rejected.

19) Decision of the Centre 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.

20) The appointment of the selected candidate will be subject to their being found medically fit as per the requirements of the Centre.

21) The Centre shall verify the antecedents or documents submitted by an applicant at any time, or during the tenure of the appointment. In case, it is detected that the documents submitted by the applicants are fake or the applicant has doubtful/unacceptable antecedents/background and had suppressed any information, then the individual's services shall be liable to be terminated forthwith and in addition, legal action may be initiated against such applicants/employees as per law. The appointment orders issued by the Centre to the finally selected applicants, shall be provisional until the clearance of character and antecedents are received by the Centre.

22) The Centre reserves the right to revise or modify at any time any conditions of the advertisement by issuing a suitable amendment or corrigendum, as it may deem fit. Such corrigendum/ addendum pertaining to this advertisement, shall be published only on the Centre's website.

23) All information regarding the selection process shall be uploaded on the Centre's website only and no separate written correspondence will be sent. It shall be the sole responsibility of the applicants to monitor the same. No interim enquiries/ correspondence/ communication of any sort will be entertained on the matter.

24) Candidates are requested to provide a valid and active email address for receiving the call letter and any other updates. Candidates must ensure that the email address furnished is correct and regularly monitored. IUCAA shall not be responsible for non-receipt of communication due to an incorrect, inactive, or inaccessible email address.

25) It is the sole responsibility of the applicant to ensure that all the documents uploaded are clear and legible. The Centre will not be responsible for illegible (or) unclear scans uploaded by the applicant. Illegible applications with improper (or) unreadable/unclear scans will be summarily rejected.

26) Canvassing in any form and/ or bringing any influence, political, or otherwise by an applicant, will lead to disqualification of the applicant from the selection process.

27) Jurisdiction: Any dispute arising out of this advertisement and/or applications submitted in response thereto shall be subject to the exclusive jurisdiction of the Courts/ Tribunals/ Forums at Pune.

28) No interim enquiries/ correspondence/ communication of any sort will be entertained on the matter.

29) The Written test (if any) and interview/ personality test/ skill test will be held offline or online as per the requirements and decision of the Centre. Candidates will be duly informed of the same through appropriate notification in the website only.

30) Application submitted without any supporting documents/ uploads (or) with unclear scans/ illegible uploads (or) incomplete in any respect will be summarily rejected and no further correspondence will be entertained in this regard. Application incomplete in any respect will be summarily rejected.

Director