भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान पुणे
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE

डॉ. होमी भाभा मार्ग, पुणे 411008, महाराष्ट्र, भारत | Dr. Homi Bhabha Road, Pune 411008, Maharashtra, India
T +91 20 2590 8001   **W** www.iiserpune.ac.in

IISER PUNE

दिनांक / **Date: 15.01.2024**

विज्ञापन सं. / ADVERTISEMENT NO.:04/2024

[विशुद्ध रूप से अस्थायी और संविदात्मक आधार पर / Purely on Temporary and Contractual Basis]

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान पुणे मूल विज्ञानों में अनुसंधान और शिक्षण के लिए समर्पित एक प्रमुख संस्थान है। यह मानव संसाधन विकास मंत्रालय (अगस्त 2020 में नाम बदलकर शिक्षा मंत्रालय कर दिया गया) द्वारा वर्ष 2006 में स्थापित किया गया। वर्ष 2012 में, इसे संसद के अधिनियम द्वारा राष्ट्रीय महत्व का संस्थान घोषित किया गया।

The Indian Institute of Science Education and Research (IISER) Pune is a premier institute dedicated to research and teaching in the basic sciences. It was established in 2006 by the Ministry of Human Resource Development (renamed Ministry of Education in August 2020). In 2012, IISER Pune was declared as an Institute of National Importance by an Act of Parliament.

नेशनल प्रोग्राम ऑन टेक्नोलॉजी एन्हांस्ड लर्निंग (एनपीटीईएल) के तहत साइंस मीडिया सेंटर (एसएमसी), आईआईएसईआर पुणे में पूरी तरह से अस्थायी और संविदात्मक आधार पर निम्नलिखित पद के लिए विज्ञापित मानदंडों को पूरा करने वाले आवेदक (प्रोजेक्ट कोड: 33818381) आवेदन कर सकते हैं।

Applicants fulfilling following advertised criteria for the following position purely on temporary and contractual basis at **Science Media Centre (SMC)**, **IISER Pune** under **National Programme on Technology Enhanced Learning (NPTEL).** (Project Code: **33818381**) may apply:

पोस्ट कोड / Post Code	01
पदनाम / Name of the Post	तकनीकी सहायक (मल्टीमीडिया, ई-लर्निंग और प्रशिक्षण) / **Technical Assistant (multimedia, e-learning and training)**
पदों की संख्या / No. of posts	01 (One)
न्यूनतम शैक्षिक अर्हता / Minimum educational Qualification	Post-graduate degree in Basic / Applied Sciences with Science Communication training OR Post-graduate degree in Science Communication / Journalism and related disciplines.
वांछनीय / Desirable	Upto 2 years of proven experience in science communication and relevant areas as mentioned in the 'Job Requirements' column.

प्राथमिकता / Preference	Candidates having following expertise will be preferred:
	• Demonstrated understanding of e-learning platforms, NPTEL, MOOCs, and content tailored for diverse platforms
	• Demonstrated knowledge and experience in applied storytelling approaches for diverse audiences using diverse media formats (print, audio-video, graphics, animations etc.)
	• Technical skills and proficiency in media software
	• Demonstrated experience and skill sets in project management, independent and collaborative work.
	• Leadership and communication skills for capacity-building of students, staff etc.
कार्य आवश्यकताएं / Job requirements	Incumbent is expected to do following:
	● Both print and multimedia documentation such as work and project reports, promos, newsletters, social media
	● Organizing and managing science communication e-learning training workshops for students and staff.
	● Strong research and communication skills including writing, interview, research and conceptualization for various science education and communication projects.
	● Multimedia communication and editing skills and awareness of various software
	● Science outreach and public engagement
	● Logistics and administration
	● To render practical teaching/training, and technical assistance for capacity building, related to multimedia work involved in e-learning and other work as per requirements.
	Shall perform such other duties and functions as may be assigned by Director, Dean, concerned HOD and other Authorities from time to time.
नियुक्ति का कार्यकाल / Tenure of the appointment	**For a period of one year** extendable for further period subject to satisfactory performance of the incumbent and continuation of the project.
समेकित परिलब्धियां प्रति माह /Consolidated emoluments per month	रु./ Rs. 40,000/-
आवेदन की अंतिम तिथि के दिन आवेदक की उम्र / Age as on last date of application	30 वर्ष / years
	Age relaxation commensurate with educational qualification/s and / or experience/s of the applicant may be considered for candidates having qualification and experience higher than the advertised with the prior approval of the competent authority.

पोस्ट कोड / Post Code	02
पद नाम / Name of the Post	तकनीकी सहायक (विडियो प्रॉडक्शन) / Technical Assistant (Video Production)
पदों की संख्या / No. of posts	01 (One)
न्यूनतम शैक्षिक अर्हता एवं / Minimum educational Qualification	Post-graduate degree in Basic / Applied Sciences with Science Communication training OR Post-graduate degree in Science Communication /Multimedia/ Journalism related disciplines.
वांछित / Desirable	Upto 2 years of proven experience in science communication and relevant areas as mentioned in the 'Job Requirements' column.
प्राथमिकता / Preference	Candidates having following expertise will be preferred: 1. Demonstrated proficiency with camera and broadcasting equipment (HD-SDI camera, video switcher, convertor, audio mixer and amplifier). 2. Strong knowledge of computer software that is related to photo and video editing, and graphic design and general computer literacy. 3. Demonstrated understanding of e-learning platforms, NPTEL, MOOCs, and content tailored for diverse platforms 4. Leadership and communication skills for capacity-building of students, staff etc.
कार्य अपेक्षाएं / Job requirements	Incumbent is expected to do following: ● Producing the MOOC videos with Audio Visual (Preproduction, Production and Postproduction) for NPTEL. ● Planning and executing videography and editing in coordination with researchers and other subject experts for all the different types of science videos undertaken by SMC. ● Responsible for complete post production activities of videos including, but not limited to editing, color grading, ● Willing to travel and work in different locations and circumstances to get the best possible resources for diverse products. ● Use an extensive range of technical equipment, including cameras, lenses, lighting and specialist software. Shall ensure preventive maintenance and running condition of the Institute equipment. ● To render practical teaching/training, and technical assistance for capacity building, related to multimedia work involved in e-learning and other work as per requirements.

	• Shall perform such other duties and functions as may be assigned by Director, Dean, concerned HOD and other Authorities from time to time. • Shall function as the Videographer and photographer for the Institute events/projects and any external project undertaken by Institute.
नियुक्ति का कार्यकाल / Tenure of the appointment	**For a period of one year** extendable for further period subject to satisfactory performance of the incumbent and continuation of the project.
समेकित परिलब्धियां प्रति माह / Consolidated emoluments per month	रु./Rs. 40,000/-
वॉक-इन इंटरव्यू की तिथि के अनुसार आवेदक की आयु / Age of applicant as on date of walk-in interview	Not more than 30 years Age relaxation commensurate with educational qualification/s and / or experience/s of the applicant may be considered for candidates having qualification and experience higher than the advertised with the prior approval of the competent authority.

आवेदन कैसे करें / HOW TO APPLY:

➤ इच्छुक उम्मीदवार विज्ञापन के नीचे उपलब्ध निर्धारित प्रारूप में को ईमेल द्वारा (पीडीएफ प्रारूप में परिवर्तित) **25.01.2024** तक **sciencemediacentre@iiserpune.ac.in** पर आवेदन भेज सकते हैं। कृपया ईमेल विषय में "**Post Code, Name of the Post, Project Code: 33818381 & Advt. No. 04/2024**" उल्लेख करें।

Interested candidates should send the application by email in the prescribed format available below advertisement by email (convert into PDF Format) addressed to **sciencemediacentre@iiserpune.ac.in** on or before **25.01.2024.** Please mention "**Post Code, Name of the Post, Project Code: 33818381 & Advt. No. 04/2024**" in the subject line of the email.

➤ चयन प्रक्रिया के लिए चयनित उम्मीदवारों की सूची दिनांक, समय और अन्य विवरण के साथ इस विज्ञापन के नीचे संस्थान की वेबसाइट पर डाल दी जाएगी और उम्मीदवारों को केवल ई-मेल द्वारा सूचित किया जाएगा।

List of shortlisted candidates for selection process with date, time and other details will be put up on the institute website below this advertisement and candidates will be informed by e-mail only.

➤ निम्नलिखित को उचित समय पर जमा और सत्यापित किया जाएगा:
   क) आयु, शैक्षणिक योग्यता, अनुभव आदि के समर्थन में प्रासंगिक प्रमाणपत्रों और अन्य प्रशंसापत्रों की फोटोकॉपी।
   ख) पासपोर्ट आकार की रंगीन तस्वीर।

Following will be collected and verified at an appropriate stage:

a) Photocopies of relevant certificates and other testimonials in support of age, educational qualifications, experiences etc.
b) Recent passport size color photograph.

पद के बारे में सामान्य जानकारी / विवरण
General Information / details about the post

1. नियुक्ति अस्थायी है और परियोजना की समाप्ति पर बिना किसी सूचना या मुआवजे के स्वतः समाप्त हो जाएगी।

   The appointment is purely temporary and will terminate automatically without any notice or compensation on termination of the project.

2. नियुक्त व्यक्ति का निधीयन संस्था एवं आईआईएसईआर पुणे में नियुक्ति / अवशोषण का कोई दावा नहीं होगा।

   The appointed person shall have no claim of appointment / absorption in Funding Agency or in IISER Pune.

3. आवेदक की नियुक्ति विशेष रूप से उक्त परियोजना के लिए लागू निधीयन संस्था के नियमों और शर्तों द्वारा शासित होगी।

   The appointment of the applicant will be governed by the terms and conditions of the funding agency particularly applicable to the said project.

4. ऊपरी आयु सीमा, शैक्षिक अर्हता या अनुभव निर्धारित करने की तिथि आवेदन जमा करने की अंतिम तिथि होगी।

   The prescribed date for determining the upper age limit, educational qualifications or experience shall be the last date for submitting applications.

5. निर्धारित शैक्षिक अर्हता मान्यता प्राप्त विश्वविद्यालयों / संस्थानों से प्राप्त होनी चाहिए।

   The prescribed educational qualification should have been obtained from recognized Universities / Institutions.

6. निर्धारित शैक्षणिक अर्हताएँ / अनुभव आदि न्यूनतम हैं और उनके मात्र होने से उम्मीदवार साक्षात्कार के लिए बुलाए जाने को हकदार नहीं होते। यदि विज्ञापन के जवाब में प्राप्त आवेदनों की संख्या अधिक होगी, तो सभी उम्मीदवारों का साक्षात्कार करना सुविधाजनक या संभव नहीं होगा। परियोजना अन्वेषक, जांच समिति की सिफारिश के आधार पर विज्ञापन में निर्धारित न्यूनतम शैक्षिक अर्हता / अनुभव को ध्यान में रखते हुए साक्षात्कार के लिए उम्मीदवारों की संख्या को एक उचित सीमा तक सीमित कर सकता है। अतः आवेदकों के हित में होगा कि वे आवेदन करते समय संबंधित क्षेत्र में सभी शैक्षिक अर्हताएँ एवं अनुभव का उल्लेख करें।

   The prescribed educational qualification/s are the bare minimum and mere possession of same does not entitle candidates to be called for interview. Where number of applications received in response to this advertisement is large, it may not be convenient or possible

to interview all the candidates. Based on the recommendations of the Screening Committee, the Project Investigator may restrict the number of candidates to be called for the interview to a reasonable limit after taking into consideration minimum educational qualifications and experience over and above the minimum prescribed in the advertisement. Therefore, it will be in the interest of the applicants, to mention all the educational qualifications and experience in the relevant field at the time of applying.

7. चयन प्रक्रिया के दौरान आवश्यकता के आधार पर पदों की संख्या भिन्न हो सकती है।
Number of posts may vary depending upon the requirements during the selection process.

8. सक्षम प्राधिकारी के पूर्व अनुमोदन से प्राप्त आवेदनों के समूह के आधार पर अनुभव की आवश्यकता में छूट दी जा सकती है।
The experience requirement may be relaxed based on the cohort of applications received, with the prior approval of the competent authority.

9. यदि कोई चयनित उम्मीदवार पदभार ग्रहण नहीं करता है या पदभार ग्रहण करने के बाद इस्तीफा देता है, तो प्रतीक्षा सूची वाले उम्मीदवारों को पद पर नियुक्त किया जा सकता है।

In case, a selected candidate does not join or resigns after joining the post, waitlisted candidate/s may be offered the position.

10. साक्षात्कार के लिए उपस्थित होने के लिए कोई टीए/डीए स्वीकार्य नहीं होगा।

No TA/DA will be admissible for appearing for the interview.

11. किसी भी प्रकार की अंतरिम पूछताछ / पत्राचार / संचार पर इस मामले में विचार नहीं किया जाएगा।

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

12. आवेदित पद के लिए राजनीतिक, या अन्यथा किसी भी रूप में प्रभाव, अयोग्यता के रूप में माना जाएगा।

Bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.

कुलसचिव / Registrar