

January 31, 2022

**ADVT. NO.: 09/2022**

**[Position under Funded Project purely on Temporary and Contractual Basis]**

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

Institute invites applications from Indian nationals having excellent academic record and relevant work experience for the following position:

Name of the post	Administrative Assistant
Number of posts	01 (One)
Title of the project	“Quantum Information Technologies with Nitrogen Vacancy and Magnetic Resonance”.
Funding Agency	Department of Science & Technology (DST)
Project code	<b>30119483</b>
Minimum Educational Qualification & Experience	Bachelor’s degree in any discipline with minimum 55% marks / equivalent grade from a recognized university & AND Minimum 1 (one) year of experience in administration / purchase / accounts / Grants management with proficiency in editing database programs such as MS-Excel, MS-Word etc.
Preference	Candidates having experience in working with software’s such as ERP / Tally / PFMS along with experience in documentation and good communication skills in English will be preferred.
Tenure appointment	of Initially for a period of one year extendable for further period subject to satisfactory performance of the incumbent and continuation of the project.
Consolidated emoluments	Rs. 22,000/- per month
Age	Not more than 35 years as on last date of application

## **HOW TO APPLY:**

- Interested candidates should send the application by email in the prescribed format available below this advertisement by email (convert into PDF Format) addressed to [phy\\_app@iiserpune.ac.in](mailto:phy_app@iiserpune.ac.in) or before **February 14, 2022**. Please mention **“Application for the post of Administrative Assistant (Advt. No. 09/2022)”** in the subject line of the email.
- List of shortlisted candidates for selection process (to be carried out preferably over video call) with details of date & time will be put up on the institute website below this advertisement and the shortlisted candidates will be informed by **e-mail** only. Therefore, please mention active Mobile Number and Email ID in the application form.
- Recent passport size photograph and photocopies of relevant certificates and other testimonials in support of age, qualification, and experience etc. will be collected and verified at an appropriate stage.

### **General Information / details about the post**

1. The appointment is purely temporary and will terminate automatically without any notice or compensation on termination of the project.
2. The appointed person shall have no claim of appointment / absorption in Funding Agency or in IISER Pune.
3. The appointment of the applicant will be governed by the terms and conditions of the funding agency particularly applicable to the said project.
4. The qualification prescribed should have been obtained from recognized Universities / Institutions.
5. The prescribed educational qualification/s & / or experience are bare minimum and mere possession of same does not entitle candidates to be called for selection process. Where number of applications received in response to this advertisement is large, it may not be convenient or possible to carry out selection process for 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 selection process to a reasonable limit after taking into consideration qualification and experience over and above the minimum prescribed in the advertisement. Therefore, it will be in the interest of the candidates, to mention all the qualifications and experience in the relevant field at the time of applying.
6. In case, a selected candidate does not join or resigns after joining the post, waitlisted candidate/s may be offered the position.
7. Age relaxation commensurate with relevant experience of the applicant may be considered with the prior approval of the competent authority.
8. No TA/DA will be admissible for appearing for the interview.
9. No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
10. Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.

**REGISTRAR**