

Date: June 27, 2022

## ADVT. NO.: 45/2022

### RECRUITMENT FOR NON-TEACHING POSITION

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 online applications from Indian nationals for the following position:

Post	Junior Office Assistant (Multi-Skill)
Number of Posts & Reservation	One (1), OBC- Non-Creamy Layer Category
Scale of Pay	Level 4 (Entry Pay Rs. 25,500/-) as per the 7 <sup>th</sup> Pay. Total monthly emoluments Rs. 45,500/- (approximately)
Essential Qualification	Bachelor's Degree or Senior Secondary (10+2) in Commerce from a recognized University / Board
Job Requirements	Incumbent is expected to work in Accounts Department and should have: 1. Knowledge of handling day to day financial transaction / activities of the accounts department 2. Familiarity with payroll management; knowledge of filling statutory returns, bank reconciliation, cash and bank operations etc. 3. Knowledge of balance sheet preparation, auditing etc. 4. Hands on experience on tally package & be capable to work on in-house accounting software.
Desirable	Proficiency in Computer Word Processing and Spread Sheet
Age Limit	Not exceeding 36 years (Includes 3 years age relaxation admissible to OBC-Non Creamy Layer Category) as on last date for submitting online applications.

### GENERAL INFORMATION / DETAILS ABOUT POST

- 1) Post is as per the 7<sup>th</sup> CPC pay scale and carry allowances like Dearness, House Rent, Transport and Children's Education as admissible.
- 2) Post is 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.
- 3) The qualification prescribed should have been obtained from recognized Board / University / Institution.
- 4) Age relaxation as admissible to Physically Handicapped / Ex-Serviceman 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.
- 5) Post may be filled from Physically Handicapped Category (Persons with Disabilities) from OBC-NCL category applicants if found suitable.
  - 6) Application from the candidates working in Government Departments, Public Sector Undertakings and Government Funded Research Agencies etc. should be sent through proper channel and with a clear certificate that the applicant will be relieved within one month of receipt of appointment order, if selected. However, an online application to be submitted before the last date as an advance copy.
  - 7) The prescribed essential qualification and / or experience indicated are bare minimum and mere possession of same will not entitle the candidates to be called for the selection process. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the Institute to call all eligible candidates for selection process. The Institute may restrict the number of candidates to be called for selection process to a reasonable limit, on the basis of qualification/s 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 will be verified during the selection process.
  - 8) Number of posts may vary depending upon the requirement during the selection process.
  - 9) Candidates seeking reservation benefit under OBC-NCL category must ensure that:
    - i) Their caste is listed in the central list of OBCs [[http://www.ncbc.nic.in/User\\_Panel/CentralListStateView.aspx](http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx)]
    - ii) They are entitled to such reservation as per eligibility prescribed in Govt. of India orders
    - iii) Possess the valid certificates in the format prescribed by Govt. of India in support of their claim.
  - 10) Candidates called for the selection process will have to produce "Caste certificate" in the Govt. of India format and "Non Creamy Layer" certificate valid as on date of interview and Caste Validity Certificate (as applicable).
  - 11) The prescribed date for determining the upper age limit, qualifications and / or experience shall be the last date for submitting online applications.
  - 12) Relaxation in age and / or experience may be considered in case of exceptionally meritorious candidates, with prior approval of the Competent Authority.
  - 13) For internal employees of the Institute, age is relaxable up to 50 years.
  - 14) The upper age limit is relaxable upto 5 (Five) years for the serving regular employees in Government Organizations who have not less than 3 years regular and continuous service in the relevant field as on the last date for submitting online applications.
  - 15) Waitlist shall be kept valid for a period of six months. In case, a candidate does not join or resigns after joining the post within 6 months, waitlisted candidate/s may be offered the position.
  - 16) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
  - 17) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.
  - 18) Applications incomplete in any respect or having inadequate details shall be summarily rejected.

## **HOW TO APPLY:**

Please read following instructions carefully before submitting an online application.

Candidates not having required qualification and / or experience need not apply. Last date for submitting online applications is **July 18, 2022**.

Applicants need NOT send a hard copy of the application. However, applicants as stated at Sr. 6 above need to send application through proper channel.

Candidates fulfilling the eligibility criteria may apply online in the prescribed application form. Click on the link "[Apply Online](#)" available below this advertisement and apply for the post you are eligible for. Please keep personal details, qualification details, details of references, experience details, other relevant details, soft copy of the passport size photograph (Less than 1 MB) with you and printer attached to your desktop before starting the online application.

In case, the name of the degree that you possess is not listed in the drop down option, please select "other" and then enter the Name of the Degree in the appropriate field.

**In case the applicant has completed the degree/s, course/s approved by the University Grants Commission (UGC) through Distance learning / Correspondence / Part –Time method from the recognized Board / University / Institution:**

- Please mention in the Specialization field if the particular degree / course has been done through Distance / Correspondence / Part-time as the case may be and then enter specialization i.e. 'Finance – Distance' in the same field.

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, write full name of the Organization and complete designation. Do not use abbreviations. Further, details under the column "**Pay Scale**" should be entered as under:

- 1) **In case applicant is/was drawing a salary as per the 6<sup>th</sup> pay scale – Just Enter Pay Band and Grade Pay of the post (Example – PB 3 + GP Rs. 5400/-).**
- 2) **In case applicant is/was drawing a salary as per the 7<sup>th</sup> pay scale – Just Enter Level (Example – Level 10 or Level 11 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 drawing consolidated pay – enter "Consolidated Pay" i.e. "Cons. Rs. 55000" OR "Cons. 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.

Application may be rejected in the absence of the full details in the required format.

Information not covered in the application may be entered in brief in the field at Sr. 12 "Any other relevant Information".

After you complete the application, click on the "**Preview**" button. Please see the print preview from browser option and adjust page margins if printable area is not covered.

Go to the end of the preview page, click in the box provided for declaration. **Before submitting the application, click on the “Print” button to take printout of the filled application. Please keep one copy for your record.**

Once you submit the application, you will not be able to retrieve the application for printing/ editing / reference. **After successful submission of online application, candidates shall receive an auto-generated acknowledgement on the email address mentioned in an online application** (check spam folder in case you do not find in email Inbox). Candidates who have submitted “Online application” only shall be considered for the selection process.

**Shortlisted candidates only will be informed by Email. Therefore, please mention active Email address and Mobile Number in the online application form to facilitate communication.**

For updates, institute website may please be seen regularly.

If called for the selection process, applicants will have to bring **self-attested** certificates in support of age, mark sheets and certificates of **educational qualification, experience** certificate/s having required details as mentioned in the application form, category related documents and other documents **in support of the information submitted** in the online application.

**Registrar**