

दिनांक / Date: 01.08.2023

**विज्ञापन सं. / ADVERTISEMENT NO.:44/2023**

**[07- 09, August 2023 को वॉक-इन इंटरव्यू / Walk-in interviews on 07 – 09, अगस्त 2023]  
[विशुद्ध रूप से अस्थायी और संविदात्मक आधार पर / Purely on Temporary and Contractual Basis]**

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान (आईआईएसईआर) पुणे बुनियादी विज्ञान में अनुसंधान और शिक्षण के लिए समर्पित 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, आईआईएसईआर पुणे को संसद के अधिनियम द्वारा राष्ट्रीय महत्व के संस्थान के रूप में 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.

निम्नलिखित विज्ञापित मानदंडों को पूरा करने वाले भारतीय नागरिक विज्ञान एवं प्रौद्योगिकी विभाग (डीएसटी), द्वारा वित्त पोषित परियोजना शीर्षक "पायलट प्रोग्राम ऑफ़ इंडिया इनोवेशन कॉम्पिटेंसी एनहांसमेंट प्रोग्राम (IICEP)" (प्रोजेक्ट कोड: 30119486) के तहत आयोजित वॉक-इन इंटरव्यू में भाग ले सकते हैं।

Indian Nationals fulfilling following advertised criteria may attend Walk-in Interviews. Positions are under the project titled "Pilot Programme of India Innovation Competency Enhancement Program (IICEP)" (Proj. code: 30119486) funded by Department of Science & Technology (DST), Govt. of India:

पोस्ट कोड / Post Code	01
पद नाम / Name of the Post	परियोजना प्रबंधक (उच्च शिक्षा एवं उद्योग) / Project Manager (Higher Education and Industry)
पदों की संख्या / No. of posts	01 (One)
न्यूनतम शैक्षिक अर्हता / Minimum Educational Qualification	Ph.D. in any discipline of Science with minimum 5 years of relevant work experience as mentioned in the 'Desirable' section.

<p>वांछनीय / Desirable:</p>	<ul style="list-style-type: none"> <li>• Strong project management skills, including financial management, compliance and risk management</li> <li>• Organizational skills to design and deliver events to high standards</li> <li>• Good understanding of Monitoring and Evaluation (M&amp;E) to track and report progress against plans</li> <li>• Excellent communication skills - report writing and presentation skills,</li> <li>• Data management and analytical skills</li> <li>• Awareness and knowledge of the higher education sector in India</li> </ul>
<p>कार्य अपेक्षाएँ / Job requirement</p>	<p>The Project Manager (Higher Education and Industry) will lead on planning and implementation of the Early Career Researcher Strand of the Programme. It includes project planning, delivery reporting on progress, financial management, risk assessment, compliance checks and stakeholder engagement within the scope of the work under the strand.</p> <p><b><u>Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Plan and deliver an effective ECR strand of IRISE</li> <li>• To build an effective ECR roadmap to achieve the strand objectives and devise a stakeholder engagement plan for the strand.</li> <li>• Forge partner relationships for different elements of strand-digital training, events, logistics, workshops, speakers and placement services.</li> <li>• Identify, coordinate and record relationships with partners who support the delivery of the ECR strand. These may include (but are not limited to) members, academic institutions, and scientific organizations.</li> <li>• Own delivery of an agreed portfolio of activities, including communication with external stakeholders and undertake on-site responsibilities as required.</li> <li>• Act as an ambassador for the IRISE ECR strand, attend events and external meetings as required.</li> <li>• Lead discussions with chosen academic institutions for the development of content and ensure delivery by liaising with the implementation partner.</li> <li>• Support in developing appropriate stakeholder management strategies.</li> <li>• Support and assist any other members of the team as directed by the PI</li> <li>• Deliver responsibilities by incorporating relevant policies, including consortium organizations'</li> </ul>

	inclusion, IP and gender policies.
नियुक्ति का कार्यकाल / Tenure of the appointment	<b>For a period of one year</b> extendable for further period subject to continuation of the project and satisfactory performance of the incumbent.
समेकित परिलब्धियां प्रति माह / Consolidated emoluments per month.	₹./Rs.75,000/- to ₹./Rs.1,00,000/- based on qualification/s and / or experience/s
वाँक-इन इंटरव्यू के दिन आवेदक की उम्र / Age limit as on date of the walk-in interview	Not more than 45 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.
वाँक-इन इंटरव्यू की तिथि और समय / Date and time of the walk-in interview	<b>09.08.2023</b>
रिपोर्टिंग का समय/ Reporting Time	12.30 PM Candidates reporting after 1.00 PM will not be considered for the selection process

<b>पोस्ट कोड / Post Code</b>	<b>02</b>
<b>पद नाम / Name of the Post</b>	<b>परियोजना सहायता प्रबंधक (संचार) / Project Support Manager (Communications)</b>
पदों की संख्या / No. of posts	01 (One)
न्यूनतम शैक्षिक अर्हता / Minimum Educational Qualification	Post-graduate degree in any stream of Science / Mass-Media / Communications / Journalism with 1 year of experience in managing external communications / website content / and social media presence for any organization. OR Graduate degree in any stream of Science / Mass-Media / Communications / Journalism with minimum 3 years of experience in managing external communications / website content / and social media presence for any organization.  Note: Should be able to provide samples of published work (Blog/ Reports/ website content/ Popular science articles) as mentioned in the 'Desirable' section.
वाँछनीय / Desirable:	<ul style="list-style-type: none"> <li>Flexible writing style, a strong eye for detail and the ability to produce creative and compelling copy.</li> </ul>

	<ul style="list-style-type: none"> <li>• Understanding of software packages, such as Microsoft Word, PowerPoint, Illustrator, Canva and Adobe, etc., for creating collaterals, illustrations and infographics.</li> <li>• Knowledge of the latest trends in digital marketing and content marketing, creating social media campaigns.</li> <li>• Ability to understand and present social media analytics.</li> </ul>
<p>कार्य अपेक्षाएँ / Job requirement</p>	<p>The incumbent will be responsible for leading all marketing, promotions, and communication for the programme.</p> <p><b><u>Responsibilities:</u></b></p> <p>Develop and deliver a marketing and communication plan for iRISE.</p> <p><b>Copywriting / developing marketing materials to:</b></p> <ul style="list-style-type: none"> <li>• Develop content for a wide range of online and traditional marketing projects: flyers, email campaigns, press releases, brochures and backdrops for programmes and activities, supporting sales, publishing and engagement teams.</li> <li>• Develop marketing messages and materials that are accurate, persuasive, and attractive, and that generate the desired response and conform to all consortium partners' brand guidelines.</li> <li>• Work closely with creative agencies and consortium partners to design marketing materials such as book of abstracts, backdrops and brochures. This also includes collaborating with the creative agencies to design any academic content developed as part of the programme, e.g. training books for teachers, workshop material for researchers etc.</li> <li>• Developing all content/material/campaigns in line with consortium organizations' relevant policies, including inclusion, child protection and gender.</li> </ul> <p><b>Digital Marketing</b></p> <ul style="list-style-type: none"> <li>• Develop a strategy to enhance the digital presence for iRISE</li> <li>• Write and optimize the content on social media platforms to showcase iRISE activities and events, supporting audience engagement</li> <li>• Collaborate with internal teams to create landing pages for newsletters and other communication</li> <li>• Develop all content/material/campaigns in line with consortium partners' inclusion, child protection and gender policies.</li> </ul> <p><b>Media relations and internal communications</b></p> <ul style="list-style-type: none"> <li>• Responsible for overseeing communications to the media, including preparing articles, press kits, press</li> </ul>

	<p>releases, and other content initiatives.</p> <ul style="list-style-type: none"> <li>• Cultivate and enhance collaborative working relationships within the press and publicity community.</li> <li>• Plan, edit and write content for a variety of internal and external communications mediums.</li> <li>• Draft messages or scripts from senior executives for presentation to employees in written or spoken form.</li> </ul>
नियुक्ति का कार्यकाल / Tenure of the appointment	<b>For a period of one year</b> extendable for further period subject to continuation of the project and satisfactory performance of the incumbent.
समेकित परिलब्धियां प्रति माह / Consolidated emoluments per month.	₹./Rs. 40,000/- to ₹./Rs. 50,000/- based on qualification/s and / or experience/s
वाँक-इन इंटरव्यू के दिन आवेदक की उम्र / Age limit as on date of the walk-in interview	Not more than 45 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.
वाँक-इन इंटरव्यू की तिथि और समय / Date and time of the walk-in interview	<b>08.08.2023</b>
रिपोर्टिंग का समय/ Reporting Time	09.30 पूर्वाह्न / AM Candidates reporting after 10.00 AM will not be considered for the selection process

<b>पोस्ट कोड / Post Code</b>	<b>03</b>
<b>पद नाम / Name of the Post</b>	<b>परियोजना सहयोगी (निगरानी एवं मूल्यांकन) / Project Associate (Monitoring &amp; Evaluation)</b>
पदों की संख्या / No. of posts	01 (One)
न्यूनतम शैक्षिक अर्हता / Minimum Educational Qualification	Ph.D. in any area of Science with research experience, an excellent track record, and a passion for science communication.  Note: As a part of the selection process, candidates will be required to share samples of the monitoring and evaluation framework prior to the interview.
वाँछनीय / Desirable:	<ul style="list-style-type: none"> <li>• Strong writing and science communication skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• Background in research methodology and quantitative skills.</li> </ul>
कार्य अपेक्षाएँ / Job requirement	<p><b><u>Responsibilities:</u></b></p> <p>The candidate will be responsible for the Design, coordination and implementation of the monitoring and evaluation, research, and learning framework of the iRISE programme.</p> <ul style="list-style-type: none"> <li>• Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation. Work towards designing a robust impact evaluation tool in consultation with experts.</li> <li>• Collect data on a regular basis to measure achievement against the performance indicators.</li> <li>• Maintain and administer the M&amp;E database; analyse and aggregate findings.</li> <li>• Support project progress reporting, project mid-term review and final evaluation.</li> <li>• Produce reports on M&amp;E findings and prepare presentations based on M&amp;E data as required.</li> <li>• Check that monitoring data are discussed in appropriate forums and in a timely fashion in terms of implications for future action. If necessary, create such discussions to fill any gap.</li> <li>• Support and assist any other members of the team as directed by the PI</li> </ul>
नियुक्ति का कार्यकाल / Tenure of the appointment	<b>For a period of one year</b> extendable for further period subject to continuation of the project and satisfactory performance of the incumbent.
समेकित परिलब्धियां प्रति माह / Consolidated emoluments per month.	₹./Rs. 65,000/- to ₹./Rs. 70,000/- based on qualification/s and / or experience/s
वॉक-इन इंटरव्यू के दिन आवेदक की उम्र / Age limit as on date of the walk-in interview	Not more than 35 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.
वॉक-इन इंटरव्यू की तिथि और समय / Date and time of the walk-in interview	<b>07.08.2023</b>

रिपोर्टिंग का समय/ Reporting Time	09.30 पूर्वाह्न / AM Candidates reporting after 10.00 AM will not be considered for the selection process
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स्थान / Venue

**अतिथि गृह, आईआईएसईआर पुणे कैंपस, डॉ. होमी भाभा रोड, पुणे 411008**

Guest House, IISER Pune Campus, Dr. Homi Bhabha Road, Pune 411008

किसी भी प्रश्न के लिए कृपया निम्नलिखित ईमेल पते पर लिखें / For any queries please write to following email address: [iicep@acads.iiserpune.ac.in](mailto:iicep@acads.iiserpune.ac.in) या कॉल करें / Call on (020) 2590 8657

वॉक-इन इंटरव्यू के समय, आवेदकों को निम्नलिखित लाना होगा:

- विधिवत भरा हुआ निर्धारित आवेदन पत्र (उसे डाउनलोड करने के लिए लिंक विज्ञापन लिंक के नीचे उपलब्ध है)
- सभी मूल और स्व-सत्यापित फोटो प्रतियों का एक सेट:
  - जन्म तिथि के संबंध में प्रमाण पत्र
  - शैक्षिक योग्यता के संबंध में अंक पत्र और प्रमाण पत्र (10वीं से शुरू)
  - आवेदन पत्र में उल्लिखित अनुभव के संबंध में सभी प्रमाण पत्र
  - एक फोटो पहचान प्रमाण (सरकार द्वारा जारी)
- एक हालिया पासपोर्ट आकार का रंगीन फोटोग्राफ।

At the time of Walk-in interview, applicants need to bring following:

- Duly filled prescribed application form (Link to download the same is available below advertisement link)
- All the originals and one set of self-attested photocopies of:
  - Certificate regarding date of birth
  - Mark sheets and certificates (starting from 10<sup>th</sup> onward) regarding educational qualification
  - All Certificate/s regarding experience/s as mentioned in the application form
  - One Photo Identity proof (Government issued)
- One recent passport-size color photograph.

### **पद के बारे में सामान्य जानकारी / विवरण**

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

- 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 वॉक-इन इंटरव्यू की तिथि होगी।

The prescribed date for determining the upper age limit, educational qualifications or experience shall be the date of walk-in interview.

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 पास होने मात्र से ही उम्मीदवार चयन प्रक्रिया के प्रत्येक चरण में विचार किए जाने के हकदार नहीं हो जाते। जहां वॉक-इन इंटरव्यू के लिए उपस्थित होने वाले उम्मीदवारों की संख्या अधिक होगी तो, सभी पात्र उम्मीदवारों का साक्षात्कार करना सुविधाजनक या संभव नहीं होगा। 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 qualifications and / or experience are the bare minimum and mere possession of same does not entitle candidates to be considered in each stage of the selection process. Where number of candidates appearing for walk-in interview is large, it will not be convenient or possible to interview all eligible candidates. Based on the recommendations of the Screening Committee, the number of candidates to be considered for the interview may be restricted to a reasonable limit after taking into consideration qualifications 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 application.



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**