



ಮಾನವಸಂಪನ್ಮೂಲವಿಭಾಗ/मानवसंसाधनअनुभाग/HUMAN RESOURCES SECTION
ಭಾರತೀಯವಿಜ್ಞಾನಸಂಸ್ಥೆ/भारतीयविज्ञानसंस्थान/INDIAN INSTITUTE OF SCIENCE
ಬೆಂಗಳೂರು/ಬೆಂಗಳೂರು/BANGALORE – 560012
ದೂರವಾಣಿ/दूरभाष/TELEPHONE : 2293 2493
ಇ-ಮೇಲ್/E-mail/ईमेल : recruitment.council@iisc.ac.in

Advertisement No.R(HR)/308-2/2024 dated 10 February 2024

Indian Institute of Science, a Centrally Funded Technical Institute under the Ministry of Education, Government of India, has completed more than a century of major contributions to the nation, put in place new infrastructure (buildings & equipment), several new interdisciplinary programs, and a brilliant faculty and has embarked on the mission to become a world leader in advanced education and research.

The Institute is seeking applications from individuals for the following post, to be filled on Direct Recruitment:

Sl. No.	Name of the post	No. of vacancies				Age Limit (as on the last date of Advertisement)	Pay scale
		UR	OBC-NCL	EWS	Total		
01.	Assistant Registrar	01	01	01	03	45 years	PB-3: 15600-39100 + GP 5400 (Level 10 in 7 th CPC)

Essential Educational Qualification

A Postgraduate degree with at least 55% marks or its equivalent with excellent Academic record.

Desirable Educational qualification

Professional qualification in area of Management / Finance & Accounts

Essential Experience

8 Years of Supervisory experience in the relevant field in Govt./Semi-Govt./Public Sector/Autonomous organization or Educational Institution of higher learning. Of the 8 years, 5 years' experience should be in PB2+ GP 4600 (Level-7 as per 7 CPC) or its equivalent grade.

However, employees of the institute serving in the administrative/ secretarial positions with a Grade Pay of Rs.4600/-(Level-7 as per 7 CPC) and above for at least 8 years with Master's degree, and exemplary performance record are eligible to apply for these positions. [Age limit not applicable]

Desirable Experience

- i) Experience in handling Administrative / Legal / Finance / Stores & Purchase / Establishments matters.

Educational Institution of Higher Learning means the list of Institutes issued by Govt. of India on its behalf which is available in the website of Dept. of Higher Education, Ministry of Education. The exclusive list of such institution of higher learning is as below:-

- Institution of National Importance - <https://www.education.gov.in/institutions-national-importance>
- Central universities - <https://www.education.gov.in/central-universities-0>
- State Universities - <https://www.education.gov.in/state-universities>
- MoE Funded Technical institutions - <https://www.education.gov.in/technical-education-1>

Method of Selection

Selection for the post of Assistant Registrar will be through the written test and interview. However, the selection will be solely based on the interview.

The Written Test will be a computer based MCQ test. The scheme of examination and syllabus is at Annexure I.

Fees:

Candidates belonging to SC/ST, PWD, Ex-servicemen, Transgender and women shall pay a processing fee of Rs. 50/-. Other candidates shall pay an application fee of Rs. 450/- and a processing fee of Rs. 50/-. Fees once paid is Non-refundable.

Terms and conditions

1. The post of Assistant Registrar is also suitable for Persons with Disability viz. Orthopedically Handicapped/Locomotor disability/Cerebral Palsy with One Leg Affected (Right or Left) (OL) or One Arm Affected (Right or Left) (OA) or Blind(B) or Low vision (LV) and Hearing Impaired.
2. The Persons with Disability (PwD) shall be required to submit the Disability/Medical certificate in the proforma prescribed and issued by the competent medical authorities.
3. Relaxation in age is applicable to OBC-NCL, PwBD candidates and Ex- Servicemen as per Govt of India norms as applicable to the Institute.
4. The candidate must be a citizen of India.
5. The posts are on regular basis with a probation period of 2 years.
6. As per the Cadre & Recruitment rules of the Institute, wherever direct recruitment is provided as a method of recruitment, the posts can also be filled by deputation or on contract, at the discretion of the Director.
7. Candidates have to apply online only. Incomplete applications in any respect will not be considered. No further correspondence will be entertained in this regard. Physical application will not be considered.
8. All the details filled in the online application will be treated as final and no changes shall be entertained thereafter and same will be taken into consideration for the whole recruitment process. Uploaded documents to be clear and visible.
9. Certificate(s) in support of experience(s) should be as per the format attached. It should be on the employer's organization's letter head bearing the date of issue.
10. Candidates, who have submitted experience certificates from PSU / Autonomous bodies having different pay scales, should mandatorily submit equivalence certificate for consideration of their experience. Else, experience would not be considered.
11. Candidates who are awarded gradations under CGPA/GPA system in respect of Master's Degree need to submit correct percentage of marks obtained as per the University/Institute guidelines for conversion of CGPA/GPA to appropriate percentage.
12. The prescribed qualifications and experience are the minimum required and the mere fact that a candidate possesses the same will not entitle him/her for being called for an interview. The Institute reserves the right to restrict the no. of candidates admitted for group discussion/ interview to a reasonable number.
13. All Candidates should obtain NOC from the present employer and upload online. However, application without NOC will also be considered provided the candidate uploads a duly signed undertaking that the NOC will be submitted at the time of Interview.
14. Applications should be submitted well in advance, without waiting until the last date.
15. Decision of the Institute in all matters relating to the eligibility of the candidate and aptitude test/Interview would be final and binding on all the candidates.
16. Candidates will have to appear for the written test at their own cost.
17. The Institute reserves the right to reject any application without assigning any reason. The Institute also reserves the right to cancel the advertisement/ recruitment at any stage due to any administrative reason. No correspondence will be entertained in this regard.

18. Call letters to attend the interview will be sent only to the short-listed candidates by email. Candidates are required to check their registered email frequently. No correspondence will be made with applicants who are not short-listed/not called for interview.
19. The institute reserves the right to conduct the interview online or in-person. Out station candidates called for interview and found eligible will be paid railway fare in 2ndA/C from the place of duty/residence to Bengaluru and back by shortest route on production of tickets.
20. The appointment of the selected candidates will be subject to their being found medically fit as per the requirements of the Institute.
21. During the period of service, every employee shall observe, obey and abide by the Scheme, Regulations and Byelaws (SRB), Administrative Manuals, other statutory documents, CCS (Conduct) Rules and CCS (CCA) Rules etc.
22. The selected candidate will be covered under the New Contributory Pension Scheme as notified by the Government of India; Ministry of Finance vide Gazette notification F.No.5/7/2003-ECB & PR dated 22nd December 2003. However, candidate, who entered into Central Govt. service or in the service of an Autonomous Body set up by Central Govt. (satisfying the conditions laid down in Para – 4 of O.M. dated 29.08.1984) on or before 31.12.2003 and who was governed by Central Civil Service (Pension) Rules, 1972, will continue to be governed by the provisions of CCS(Pension) Rules, 1972, if, such candidate submits technical resignation on or after 01.01.2004 under the provisions of the DP&&AR's O.M. No.28/10/84-PU dated 29.08.1984.
23. The Institute reserves the right to verify the antecedents or documents submitted by the candidate at any time during the service. In case it is found that the documents submitted by the candidate are not genuine, then his/her services shall be terminated, and disciplinary/criminal proceedings will be initiated.
24. The details filled-in by the applicants in the application form will be duly verified before publishing the results. If the candidates fail to provide the authentic proof for the details filled-in by them, their candidature will be summarily forfeited.
25. Any dispute with regard to the selection process will be subject to Honourable Court/Tribunal having jurisdiction over Bangalore.
26. In case of any ambiguity/dispute arises on account of interpretation between the English and other language versions of the notification, instructions detailed in the English version shall be final.
27. In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published on the Institute website only.
28. The recruitment portal will be open from **10/02/2024 to 01/03/2024 (11:55 p.m.) for submission of applications online.**

Interested individuals are requested to go through the Institute portal: <https://iisc.ac.in/careers/> and upload the certificates to support their claim for educational qualifications, age, community, disability, experience, NOC and others if any on or before **01/03/2024**.