



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI

(An Autonomous Institute under Ministry of Education, Govt. of India)
Transit Campus: Sree Rama Engineering College Campus, Karakambadi Road,
Mangalam B.O., Tirupati – 517 507, Andhra Pradesh, India.

Advertisement No.: 04/2022

Recruitment for the post of “Scientific Administrative Assistant” under funded project

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

The Institute invites applications from Indian nationals for the following position on a contract basis:

Name of the post	Scientific Administrative Assistant
Name of the project	Marine Mammal Project Description: This project aims to conduct research on Marine mammal diversity along the Indian coast. http://www.iisertirupati.ac.in/people/faculty/nandini.html
Funding Agency	Marine mammal conservation fund
Principal Investigator	Dr. V. V. Robin
Project Code	30422112
Minimum qualifications	B. Com degree with minimum 60% marks or equivalent grade, and experience in ERP Tally 9 Accounting, Taxation, Banking, M.S. Office and office procedures. Desirable: <ul style="list-style-type: none">● CA Articles completed● Experience in working at Audit firms● Knowledge of banking procedures● Knowledge of project management
Fellowship	Rs.18,000/- + 8% HRA per month.
No. of post	One (1)
Tenure	The position is temporary for a period of one year.
Last date	5.00 P.M. on 11th March, 2022

How to Apply:-

1. Applicants should send their application by online form <https://forms.gle/23Y6LH3r5h4BrHhX9> on or before the last date i.e. **11th March, 2022 by 5.00 P.M.** No other application form will be accepted.
2. List of shortlisted candidates for the further selection process will be notified through email only. Therefore, please mention active Mobile Numbers and Email ID in the application form.



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI

(An Autonomous Institute under Ministry of Education, Govt. of India)
Transit Campus: Sree Rama Engineering College Campus, Karakambadi Road,
Mangalam B.O., Tirupati – 517 507, Andhra Pradesh, India.

3. Recent passport size photographs and photocopies of relevant certificates and other testimonials in support of age, qualification, experience etc. will be collected at an appropriate stage.
4. The applicant will be responsible for the authenticity of information / documents and photographs submitted. It is the responsibility of the candidate to assess his / her own eligibility to the post(s) for which he/she is appearing in accordance with this advertisement. If it is detected at any time in future, during the process of selection or even after the appointment that the candidate was not eligible as per the prescribed eligibility criteria in this advertisement, which could not be detected at the time of selection for whatsoever reason, his/her candidature/appointment shall be liable to be cancelled/terminated immediately.

GENERAL INFORMATION / DETAILS ABOUT THE POST

1. Appointment is purely temporary and will terminate automatically without any notice or compensation on termination of the research project.
2. The appointed person shall have no claim of appointment/absorption in the Funding Agency or in IISER Tirupati.
3. 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 qualifications are the bare minimum and mere possession of the same does not entitle candidates to be called for an interview. Where the number of applications received in response to this advertisement is large, it will not be convenient or possible to interview all the candidates. Based on the recommendations of the Screening Committee, the Project Leader may restrict the number of candidates for the interview 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 relevant field at the time of applying.
6. No TA/DA will be admissible for appearing for the interview.
7. Selected candidates will have to join duty immediately upon receipt of the offer.
8. No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
9. Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.

Advt.No.04/2022/IISER-T/Rect./01.03.2022

**Sd/-
Registrar**