



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुवनंतपुरम

**Indian Institute of Science Education and Research Thiruvananthapuram**

(An autonomous organization under Ministry of Human Resource Development, Government of India)

**RECRUITMENT ADVERTISEMENT**

**Advt. No. 22/2013**

**Date: 3.10.2013**

Indian Institute of Science Education and Research Thiruvananthapuram, an institute of National Importance invites application from suitable Indian Nationals for the following post.

**Post (Code : 13 C): Deputy Registrar (Purchase & Stores) – 1 post (unreserved)**

**Pay:** Rs 15600-39100 (PB-3) + Grade Pay Rs 7600

**Mode of Recruitment:** Direct Recruitment, **OR** Deputation for tenure of 3 years and extendable

**Essential Qualifications**

**A. For Direct Recruitment:**

Master's Degree from a recognized University or its equivalent with at least 55% of marks or the grade of 'B' in the UGC seven point scale or equivalent; AND

8 years' administrative experience as Assistant Registrar or in an equivalent post in the pay-scale Rs 15600-39100 (PB-3) + Grade Pay - Rs 5400 or above under Government Educational/Research Institutes or Organizations, Central/State Government/Autonomous Bodies/Universities, of which 5 years should be as Officer I/C of Purchase & Stores in the pay-scale of PB 3 with GP 5400; AND with work experience as described in 'C' here below.

**B. For Deputation Appointment:**

**(i) (a)** Holding analogous post on regular basis (or)

(b) 5 years regular service in the post in pay-scale PB 3 with GP 6600 (or)

(c) 8 years regular service in the post in pay-scale of PB 3 with GP 5400 or above; AND

**(ii)** Possessing 10 years administrative experience in Group A and Group B post together of which 5 years should be as Officer I/C of Purchase & Stores in the pay-scale of PB 3 with GP 5400 in Scientific R & D/Academic organization; AND

With work experience as described in 'C' here below.

**C. Work experience (for both A and B):** Should be fully conversant with all procurement related matters for indigenous and import items like Laboratory Equipments, Test & Measuring Instruments, Teaching aids, Engineering items, Lab & Office Furniture etc. through processes such as vendor selection, vendor evaluation, different types of tenders, negotiation with bidders, purchase committees, drafting of purchase orders and high value contracts. Should be familiar with rules pertaining to Sales Tax, Service Tax, Excise Duty, Customs Duty and availing exemption of Duties for R & D Organizations. Should have working knowledge in Incoterm, Customs Clearance of imported cargo by Air / Sea /APP / Courier and Export formalities for repairs / reimport, payment through Letter of Credit and Wire Transfer. Should have experience in concluding large number of Rate Contracts for Chemicals / Glasswares / Labwares / Reagents / Consumables and operation of DGS & D Rate Contracts. Should also experience in all stores related matters like inward, maintaining optimum stock, issue and accounting of items, condemnation, disposals, physical verification, outwards dispatch, transportation contract etc.

**Desirable Qualifications:**

Experience in the specified areas in Science & Technology Research/ Industrial organizations or national institutes having average procurement budget of Rs. 25 Cr. and above per annum.;

Post Graduate Diploma in Materials Management preferably from the Indian Institute of Materials Management;

Practical experience in computer based Materials Management.

**Age:** For Direct recruitment - Below 50 years; For Deputation: Should have minimum of 4 years of service in the parent organization before superannuation

**2. Information about the institute:**

IISER Thiruvananthapuram (IISER-TVM) is one of the five IISERs set up by Ministry of Human Resource Development, Government of India as national lead institutions for fostering excellence in the higher education and research in science. IISER-TVM was established in 2008. In 2012, the institute with other four IISERs has been incorporated under the National Institute of Technology (Amendment) Act 2012 as an institute of national importance.

The institute conducts 5 year Integrated Dual-Degree (BS-MS) programme and Ph.D. programmes with frontier research thrusts in the contemporary scenario.

The institute is functioning in transit campus in the College of Engineering, Thiruvananthapuram (CET). A fully residential campus is coming up at Vithura near Thiruvananthapuram with modern facilities to provide the best conducive setting for academic and research pursuits. The institute is in the early phase of its establishment with ongoing multifaceted developments. Career opportunities exist for competent personnel to join, share and gain from the professional job environment and learning experience. More information of the institute's activities and achievements are available at its website [www.iisertvm.ac.in](http://www.iisertvm.ac.in).

**3. General Conditions & Instructions:**

- 1) The salary is as per the Central Government pay scales and carries allowances like Dearness Allowance, House Rent, Transport etc. and eligible to have other benefits like Medical Reimbursements, LTC, etc. as per the Government/Institute norms as admissible to Central Government employees. The post will be covered by the New Defined Contributory Pension Scheme as per the Govt. of India, Ministry of Finance Notification No.5/7/2003-ECB &PR dated 22<sup>nd</sup> December, 2003 (not applicable in case of deputation).
- 2) The institute is currently operating from transit campus at Thiruvananthapuram and is expected to shift to permanent campus at Vithura about 40 km from Thiruvananthapuram where it is planned to provide residential quarters to the institute employees.
- 3) (a) The qualifications prescribed should have been obtained from recognized Universities / Institutions.  
  
(b) Age limit and qualifications will be reckoned as on the last date of receipt of application.

- (c) Relaxations for special categories of SC/ST/OBC/PD will be as applicable under the relevant rules of Central Government.
- 4) The institute may relax educational qualification and/or experience in case of exceptionally deserving candidates or those holding analogous positions. The institute may also choose to appoint such suitable person(s) who may not have applied in response to this advertisement.
  - 5) Candidates working in Govt. organization / Public sector undertaking / Govt. funded research agencies should submit their application through proper channel. However, an advance copy of the application together with application fee is to be sent direct.
  - 6) The prescribed Qualifications / Experience indicated are the minimum and mere possession of the same will not entitle the candidates to be called for interview. The Institute may restrict the number of candidates to be called for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement. The applicants should, therefore, furnish details of all qualifications and experience, with copies of certificates.
  - 7) Certificate in support of experience should be on the organization's letter head with date of issue, specific period of work and name, designation and signature of the issuing authority.
  - 8) Outstation candidates called for interview will be paid to and fro AC II rail fare from the place of residence or from the actual place of commencement of the journey, whichever is nearer to the place of the interview.
  - 9) The institute reserves the right not to fill up any of the vacancies advertised without assigning reasons thereof.
  - 10) Canvassing in any form and/or bringing any influence will be treated as a disqualification.
  - 11) Applications should be accompanied with a demand draft for Rs 200/- drawn in favour of IISER-TVM and payable at Thiruvananthapuram. No other mode of payment will be accepted. No application fee is payable for candidates belonging to SC/ST/PD category. Application fee will not be refunded or readjusted under any circumstances.
  - 12) Applications incomplete in any respects and/or not accompanied by relevant certificates / documents / photograph/application fee are liable to be rejected.
- 

**HOW TO APPLY:** Interested candidates may apply in the prescribed format available at IISER-TVM website, [www.iisertvm.ac.in](http://www.iisertvm.ac.in). The completed Application, along with the application fee, recent passport size photograph and copies of relevant certificates and other testimonials in support of age, qualification, experience etc. should be sent in a closed cover superscribing "Application for the post of \_\_\_\_\_ Code \_\_\_\_\_" to the **Registrar, Indian Institute of Science Education and Research, Thiruvananthapuram, CET Campus, Engineering College PO, Thiruvananthapuram-695016** so as to reach on or before 22<sup>nd</sup> November 2013.

Sd/-  
**Registrar, IISER-TVM**



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INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH THIRUVANANTHAPURAM  
सी.ई.टी. परिसर, तिरुवनंतपुरम- ६९५ ०१६  
CET Campus, Thiruvananthapuram-695016

(All the columns are to be filled in neatly in capital letters or printed on A-4 size paper)

APPLICATION FOR THE POST OF \_\_\_\_\_

Advertisement No. \_\_\_\_\_

Post code: \_\_\_\_\_

Affix self attested  
Passport size  
Photograph

1. Name of the Applicant: \_\_\_\_\_

2. Date of Birth: \_\_/\_\_/\_\_ Age (as on last date of receipt of applications): \_\_\_\_\_

3. Male/Female: \_\_\_\_\_ 4. Nationality: \_\_\_\_\_

5. Father's / Husband's Name: \_\_\_\_\_

6. a. Postal address for communication: \_\_\_\_\_

b. Permanent Address: \_\_\_\_\_

7. a. Telephone No. & Mobile No. : \_\_\_\_\_

b. E-mail : \_\_\_\_\_

c. Fax No. : \_\_\_\_\_

8. Whether belongs to SC/ST/OBC \_\_\_\_\_

9. Educational Qualifications starting from Class X (Attach copies of certificates / mark sheets, etc.)

Examination Passed	Board/ University	Duration	Year of passing	Division With %of marks	Subjects studied Specialization

10. Details of employment starting with the most recent (*attach separate sheet, if necessary*)

Posts held	Department/ Organization/Company	Period of employment		Scale of pay	Present/last pay & Gross Amount	Nature of duties
		From	To			

11. If appointed, how much time you require for joining the post: \_\_\_\_\_

12. Any other relevant information:  
\_\_\_\_\_

13. Name, Address, Telephone No. and E-mail ID of at least two Professional Referees:

i.	
ii.	

14. Details of Enclosures. (Copies of certificates (self attested) for proof of Age, Qualification & Experience to be specified:

- |                                 |          |
|---------------------------------|----------|
| a. Date of birth certificate.   | Yes / No |
| b. Educational qualification .  | Yes/No.  |
| c. Work Experience certificate. | Yes/No   |
| d. Proof of present Salary.     | Yes/No   |
| e. NOC.                         | Yes/No.  |
| f. Application Fee              | Yes/No.  |

(Entries in the application form without valid document in support of it will not be considered.)

**Declaration**

- i. I hereby declare that I have carefully read and fully understood all the instructions and details pertaining to the post being applied by me and all statements made and information furnished in this application are true and complete to the best of my knowledge and belief.
- ii. I also declare that I have not concealed any material information which may debar my candidature for the post applied for.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the candidate



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**Indian Institute of Science Education and Research Thiruvananthapuram**

(An autonomous organization under Ministry of Human Resource Development, Government of India)

**RECRUITMENT ADVERTISEMENT**

**Advt. No. 22/2013**

**Date: 3.10.2013**

Indian Institute of Science Education and Research Thiruvananthapuram, an institute of National Importance invites application from suitable Indian Nationals for the following post.

**Post (Code:12): Assistant Executive Engineer (Electrical) – 1 post (unreserved)**

**Pay:** Rs 15600-39100 (PB-3) + Grade Pay Rs 5400

**Mode of Recruitment:** Direct Recruitment

**Essential Qualifications:**

First Class Bachelor's Degree or equivalent grade in Electrical Engineering from a recognized University/Institute;

OR holding analogous position in a Government organization

OR holding post of Assistant Engineer (Electrical) or equivalent in a Government organization in the pay-scale 9300-34800 GP Rs 4600/4800 for at least 6 years with excellent service record for past five years.

AND

Minimum 5 years' experience in handling large Construction/Operation and Maintenance activities of Electrical/HVAC Works;

**Age Limit:** Not exceeding 45 years

**Desirable Qualification:** Knowledge of Computer Aided Design (CAD) and other relevant software applications and latest Management Technology. Acquaintance with engineering works procedures of CPWD or other Central Government Organisations.

**2. Information about the institute:**

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The institute conducts 5 year Integrated Dual-Degree (BS-MS) programme and Ph.D. programmes with frontier research thrusts in the contemporary scenario.

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### **3. General Conditions & Instructions:**

- 1) The salary is as per the Central Government pay scales and carries allowances like Dearness Allowance, House Rent, Transport etc. and eligible to have other benefits like Medical Reimbursements, LTC, etc. as per the Government/Institute norms as admissible to Central Government employees. The post will be covered by the New Defined Contributory Pension Scheme as per the Govt. of India, Ministry of Finance Notification No.5/7/2003-ECB&PR dated 22<sup>nd</sup> December, 2003 .
- 2) The institute is currently operating from transit campus at Thiruvananthapuram and is expected to shift to permanent campus at Vithura about 40 km from Thiruvananthapuram where it is planned to provide residential quarters to the institute employees.
- 3) (a) The qualifications prescribed should have been obtained from recognized Universities/ Institutions.  
  
(d) Age limit and qualifications will be reckoned as on the last date of receipt of application.  
  
(e) Relaxations for special categories of SC/ST/OBC/PD will be as applicable under the relevant rules of Central Government.
- 4) The institute may relax educational qualification and/or experience in case of exceptionally deserving candidates or those holding analogous positions.
- 5) Candidates working in Govt. organization/Public sector undertaking/Govt. funded research agencies should submit their application through proper channel. However, an advance copy of the application together with application fee is to be sent direct.
- 6) The prescribed Qualifications / Experience indicated are the minimum and mere possession of the same will not entitle the candidates to be called for interview. The Institute may restrict the number of candidates to be called for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement. The applicants should, therefore, furnish details of all qualifications and experience, with copies of certificates.
- 7) Certificate in support of experience should be on the organization's letter head with date of issue, specific period of work and name, designation and signature of the issuing authority.
- 8) Outstation candidates called for interview will be paid to and fro AC II rail fare from the place of residence or from the actual place of commencement of the journey, whichever is nearer to the place of the interview.

- 9) The institute reserves the right not to fill up any of the vacancies advertised without assigning reasons thereof.
  - 10) Canvassing in any form and/or bringing any influence will be treated as a disqualification.
  - 11) Applications should be accompanied with a demand draft for Rs 200/- drawn in favour of IISER-TVM and payable at Thiruvananthapuram. No other mode of payment will be accepted. No application fee is payable for candidates belonging to SC/ST/PD category. Application fee will not be refunded or readjusted under any circumstances.
  - 12) Applications incomplete in any respects and/or not accompanied by relevant certificates / documents / photograph/application fee are liable to be rejected.
- 

**HOW TO APPLY:** Interested candidates may apply in the prescribed format available at IISER-TVM website, [www.iisertvm.ac.in](http://www.iisertvm.ac.in). The completed Application, along with the application fee, recent passport size photograph and copies of relevant certificates and other testimonials in support of age, qualification, experience etc. should be sent in a closed cover superscribing "Application for the post of \_\_\_\_\_ Code \_\_\_\_\_" to the **Registrar, Indian Institute of Science Education and Research, Thiruvananthapuram, CET Campus, Engineering College PO, Thiruvananthapuram-695016** so as to reach on or before 22<sup>nd</sup> November 2013.

Sd/-  
**Registrar, IISER-TVM**





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CET Campus, Thiruvananthapuram-695016

(All the columns are to be filled in neatly in capital letters or printed on A-4 size paper)

APPLICATION FOR THE POST OF \_\_\_\_\_

Advertisement No. \_\_\_\_\_ Post code :

1. Name of the Applicant: \_\_\_\_\_

2. Date of Birth: \_\_/\_\_/\_\_ Age (as on last date of receipt of applications): \_\_\_\_\_

3. Male/Female: \_\_\_\_\_ 4. Nationality: \_\_\_\_\_

5. Father's / Husband's Name: \_\_\_\_\_

6. a. Postal address for communication: \_\_\_\_\_

b. Permanent Address: \_\_\_\_\_

7. a. Telephone No. & Mobile No. : \_\_\_\_\_

b. E-mail : \_\_\_\_\_

c. Fax No. : \_\_\_\_\_

8. Whether belongs to SC/ST/OBC \_\_\_\_\_

9. Educational Qualifications starting from Class X (Attach copies of certificates / mark sheets, etc.)

Examination Passed	Board/ University	Duration	Year of passing	Division With %of marks	Subjects studied Specialization

Affix self attested  
Passport size  
Photograph

10. Details of employment starting with the most recent (*attach separate sheet, if necessary*)

Posts held	Department/ Organization/Company	Period of employment		Scale of pay	Present/last pay & Gross Amount	Nature of duties
		From	To			

11. If appointed, how much time you require for joining the post: \_\_\_\_\_

12. Any other relevant information:  
\_\_\_\_\_

13. Name, Address, Telephone No. and E-mail ID of at least two Professional Referees:

i.	
ii.	

14. Details of Enclosures. (Copies of certificates (self attested) for proof of Age, Qualification & Experience to be specified:

- |                                 |          |
|---------------------------------|----------|
| g. Date of birth certificate.   | Yes / No |
| h. Educational qualification .  | Yes/No.  |
| i. Work Experience certificate. | Yes/No   |
| j. Proof of present Salary.     | Yes/No   |
| k. NOC.                         | Yes/No.  |
| l. Application Fee              | Yes/No.  |

(Entries in the application form without valid document in support of it will not be considered.)

**Declaration**

- iii. I hereby declare that I have carefully read and fully understood all the instructions and details pertaining to the post being applied by me and all statements made and information furnished in this application are true and complete to the best of my knowledge and belief.
- iv. I also declare that I have not concealed any material information which may debar my candidature for the post applied for.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the candidate



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(An autonomous organization under Ministry of Human Resource Development, Government of India)

**RECRUITMENT ADVERTISEMENT**

**Advt. No. 22/2013**

**Date: 3.10.2013**

Indian Institute of Science Education and Research Thiruvananthapuram, an institute of National Importance invites application from suitable Indian Nationals for the following post.

**Post (Code :19): Physical Training cum Sports Officer – 1 post (unreserved)**

**Pay:** Rs 15600-39100 (PB-3) + Academic Grade Pay Rs 6000

**Mode of Recruitment:** Direct Recruitment

**Essential Qualifications**

i) First class Master's Degree in Physical Education or Master's Degree in Sports Science with at least 60% marks (or equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record; Record of having represented the University/College at the Inter University/Inter Collegiate competitions or State and/or national championships;

Qualifying in the National Eligibility Test (NET) or other accredited test like SLET/SET in Physical Education conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations. Holders of Ph.D. degree, who are awarded a Ph.D. degree through a process of admission, registration, course work and external evaluation as laid down in the UGC (Minimum Standards and Procedure for award of M.Phil/Ph.D Degree), Regulations, 2009, are exempted from NET/SLET/SET.

ii) Record of strong involvement and proven track record of participating in sports and allied students' event management activities during College / University studies.

**Desirable:** Experience as physical training instructor or similar position in higher educational institutions.

**Age Limit:** Not exceeding 40 years

**2. Information about the institute:**

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(f) Age limit and qualifications will be reckoned as on the last date of receipt of application.  
  
(g) Relaxations for special categories of SC/ST/OBC/PD will be as applicable under the relevant rules of Central Government.
- 4) The institute may relax educational qualification and/or experience in case of exceptionally deserving candidates or those holding analogous positions.
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- 7) Certificate in support of experience should be on the organization's letter head with date of issue, specific period of work and name, designation and signature of the issuing authority.
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  - 12) Applications incomplete in any respects and/or not accompanied by relevant certificates / documents / photograph/application fee are liable to be rejected.
- 

**HOW TO APPLY:** Interested candidates may apply in the prescribed format available at IISER-TVM website, [www.iisertvm.ac.in](http://www.iisertvm.ac.in). The completed Application, along with the application fee, recent passport size photograph and copies of relevant certificates and other testimonials in support of age, qualification, experience etc. should be sent in a closed cover superscribing "Application for the post of \_\_\_\_\_ Code \_\_\_\_\_" to the **Registrar, Indian Institute of Science Education and Research, Thiruvananthapuram, CET Campus, Engineering College PO, Thiruvananthapuram-695016** so as to reach on or before 22<sup>nd</sup> November 2013.

Sd/-  
**Registrar, IISER-TVM**



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CET Campus, Thiruvananthapuram-695016

(All the columns are to be filled in neatly in capital letters or printed on A-4 size paper)

APPLICATION FOR THE POST OF \_\_\_\_\_

Advertisement No. \_\_\_\_\_

Post code: \_\_\_\_\_

Affix self attested  
Passport size  
Photograph

1. Name of the Applicant: \_\_\_\_\_

2. Date of Birth: \_\_/\_\_/\_\_ Age (as on last date of receipt of applications): \_\_\_\_\_

3. Male/Female: \_\_\_\_\_

4. Nationality: \_\_\_\_\_

5. Father's / Husband's Name: \_\_\_\_\_

6. a. Postal address for communication: \_\_\_\_\_

b. Permanent Address: \_\_\_\_\_

7. a. Telephone No. & Mobile No. : \_\_\_\_\_

b. E-mail : \_\_\_\_\_

c. Fax No. : \_\_\_\_\_

8. Whether belongs to SC/ST/OBC \_\_\_\_\_

9. Educational Qualifications starting from Class X (Attach copies of certificates / mark sheets, etc.)

Examination Passed	Board/ University	Duration	Year of passing	Division With %of marks	Subjects studied Specialization

10. Details of employment starting with the most recent (*attach separate sheet, if necessary*)

Posts held	Department/ Organization/Company	Period of employment		Scale of pay	Present/last pay & Gross Amount	Nature of duties
		From	To			

11. If appointed, how much time you require for joining the post: \_\_\_\_\_

12. Any other relevant information:  
\_\_\_\_\_

13. Name, Address, Telephone No. and E-mail ID of at least two Professional Referees:

i.	
ii.	

14. Details of Enclosures. (Copies of certificates (self attested) for proof of Age, Qualification & Experience to be specified:

- |                                 |          |
|---------------------------------|----------|
| m. Date of birth certificate.   | Yes / No |
| n. Educational qualification .  | Yes/No.  |
| o. Work Experience certificate. | Yes/No   |
| p. Proof of present Salary.     | Yes/No   |
| q. NOC.                         | Yes/No.  |
| r. Application Fee              | Yes/No.  |

(Entries in the application form without valid document in support of it will not be considered.)

**Declaration**

- v. I hereby declare that I have carefully read and fully understood all the instructions and details pertaining to the post being applied by me and all statements made and information furnished in this application are true and complete to the best of my knowledge and belief.
- vi. I also declare that I have not concealed any material information which may debar my candidature for the post applied for.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the candidate