

General Conditions & Instructions:

- 1) The advertised post(s) is/are 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 decided by the BoG time to time. This 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 22nd December, 2003 (not applicable in case of deputation).
- 2) Age limit will be reckoned as on the last date of receipt of application. Relaxation in age shall be applicable as per GoI norms.
- 3) Experience will be reckoned from the date of obtaining minimum essential qualification as mentioned for the particular post.
- 4) Candidates belong to reserved category (SC/ST/OBC-NCL) should submit the valid certificate issued by the Authorities as prescribed by the Government of India and should submit the declaration as enclosed herewith at Annexure-I. Specimen copies of formats of certificates are hereby enclosed at Annexure-II along with the application.
- 5) Candidates working in Govt. organization/Public sector undertaking/Govt. funded research agencies should submit their application through proper channel along with the service/employment certificate duly signed by the Authorities of the organization (Annexure-III). However, an advance copy of the application together with application fee may be sent directly.
- 6) If the application is not sent through proper channel "No Objection Certificate" from the parent organization has to be submitted at the time of interview.
- 7) Certificate in support of experience should be on the organization's letter head with date of issue, details of posts held and period of work etc.. The certificate should bear the name, designation and contact details of the issuing authority.
- 8) The prescribed Qualifications /Experience indicated are the minimum and mere possession of the same will not entitle the candidates to be called for written test/interview. Where number of applications received in response to the advertisement is large, the Institute may at the liberty to restrict the number of candidates to be called for written test and/or interview to a reasonable limit on the basis of qualifications and experience in the Government sector and/or higher than the minimum prescribed in the advertisement. The applicants should, therefore, furnish details of all qualifications and experience, with copies of certificates.
- 9) List of shortlisted candidates for written test/interview will be published in the Institute's website and the shortlisted candidates will be communicated through email as well. Hence email-id and mobile no. of candidates are mandatory to be mentioned in the application form to smoothen the process.
- 10) Outstation candidates called for written test/interview will be paid to and fro SL/3AC/2AC (as the case may be) 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.
- 11) The institute reserves the right not to fill up the vacancy advertised without assigning reasons thereof.
- 12) Canvassing in any form and/or bringing any influence will be treated as a disqualification.
- 13) 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. Candidates belonging to SC/ST category are exempted from paying application fees. Application fee will not be refunded or readjusted under any circumstances.

- 14) Applications incomplete in any respect and/or not accompanied by relevant certificates / documents / photograph/application fee will be summarily rejected.

HOW TO APPLY:

Interested candidates may apply in the prescribed format available at IISER-TVM website, www.iisertvm.ac.in. The completed Application, along with Demand Draft, 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 -----" 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 30.07.2015.

Advt.No 25/2015

Registrar