



# Indian Institute of Science

## Bangalore 560 012, (India)

Telefax : 080-23600757, Ph: 22932440/444  
email: [regr@admin.iisc.ernet.in](mailto:regr@admin.iisc.ernet.in)

### **Advertisement No. No.R(IA)308-2017 Dated: 03.04.2017**

The Indian Institute of Science, a premier central autonomous Institution for higher education and research in the field of science & engineering, funded by the Government of India, has completed 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 has an extension Projects campus at Challakere where projects on solar power, climate research and sustainable technologies were taken up along with providing training to the School Teachers through Talent Development Centre (TDC). Now the Institute is seeking applications from individuals for the following posts to be filled on direct recruitment, or on deputation on Foreign Service basis on standard terms and conditions of the Government of India.

Sl. No	Post	Qualification / Experience	Pay Band	No. of Post
1.	Administrative Officer at Challakere campus  ( On Direct Recruitment ) <b>(Age limit: 45 Years)</b>	<b>Qualification:</b> A post graduate degree with at least 55% marks or its equivalent grade. <b>Experience:</b> 8 years of Supervisory experience in the relevant field in Govt/ Semi-govt./ Public Sector/ Autonomous organization/Educational Institution of higher learning. Of the 8 years, 5 years must be in PB2 + GP 4600 or equivalent grade. <b>Job Description:</b> Admin. Officer Challakere campus is in-charge of General Administration and Finance of the Challakere campus. He/she is expected to reside on the campus and handle, (a) Logistics of training programmes including hostel/ residential room allotments and Catering arrangements to trainees, (b) Estate maintenance with the assistance of Engineering staff, (c) Employee/labour management (d) Procurements and materials management (e) Security needs of the Challakere Campus (f) Public Relations (g) any other duty assigned by competent authority.	PB-3: Rs.15600-39100 + GP Rs.5400	1 (GEN)

2.	Site Engineer at Challakere campus  <i>(On Deputation)</i>  <i>(Age limit: 50 Years)</i>	<p><b>Qualification:</b> Bachelors Degree in Civil/Electrical Engineering with 55 % of marks or its equivalent grade from a recognised university.</p> <p><b>Experience:</b> 8 years Experience as AE or an equivalent post in Govt/Autonomous bodies/PSU.</p> <p><b>Job description:</b> The selected candidate is expected to reside on the campus and oversee all infrastructural aspects of the Challakere campus including the area under TDC</p> <p>(a) Civil planning, construction activities          (b) Electrical Services including establishing new electrical distribution systems          (c) Establishing water and sewerage network for the campus          (d) General campus management          (e) Any other task assigned by the Administrative Officer, Challakere campus.</p>	PB-3: Rs.15600-39100 + GP Rs.5400	1
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The post of Administrative officer at Challakere campus is also suitable for Physically Handicapped candidates with disabilities 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.

The post of Administrative Officer at Challakere campus is on regular basis with a probation period of 2 years. Deputations will also be considered in exceptional cases. The post at Sl No: 2 is on deputation on standard Govt of India deputation norms, for a period of 5 years from the date of joining or till attaining the age of superannuation, whichever occurs earlier.

Relaxation will be given in age to persons with disability as per Government of India norms.

**Terms and conditions :**

1. The candidate must be a citizen of India.
2. 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 interview to a reasonable number, on the basis of qualifications and/or experience higher than the minimum prescribed.
3. **Selection will be made on the basis of the candidates' previous track record and their performance in an interview.**
4. The posts of Administrative Officer and site Engineer, Challakere are for the Challakere campus of the Indian
5. Institute of Science. No transfer to the main campus at Bangalore is possible.

6. **The Administrative Office, Challakere and the Site Engineer, Challakere are expected to stay on the campus.**
7. Applications incomplete in any respect will not be considered.
8. Candidates should apply only through proper channel along with NOC and vigilance clearance. However, an advance copy of the application may be sent so as to be received by 15<sup>th</sup> May, 2017, followed by the application through proper channel.
9. Applications should be submitted well in advance, without waiting until the last date, to avoid postal delay or any other unforeseen problems. The Institute will not be responsible for any postal delay at any stage.
10. Call letters to attend the interview will be sent only to the short-listed candidates by mail or Speed Post or Registered Post or courier. No correspondence will be made with applicants who are not short-listed/not called for interview.
11. 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 administrative reasons. No correspondence will be entertained in this regard.
12. Out of station candidates called for interview will be paid railway fare (2<sup>nd</sup> AC) from the place of duty/residence to Bengaluru and back by shortest route on production of tickets.
13. Those who are joining the Institute service on or after 1st January 2004 are covered under the new pension scheme. However, employees who entered service before 31.12.2003 and who were governed by the CCS (Pension) Rules, 1972 – shall be eligible for the GPF-cum-Pension-cum-Gratuity scheme subject to fulfillment of the conditions prescribed.
14. 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.

*Interested individuals are requested to forward the applications (which can be downloaded from the Institute portal : <http://www.iisc.ac.in/opportunities> , along with the certified copies of supporting documents through proper channel so as to reach the Assistant Registrar, Unit-IA, Indian Institute of Science, Bangalore – 560 012 **on or before 15<sup>th</sup> May, 2017,***

05<sup>rd</sup> April, 2017

REGISTRAR