



# Indian Institute of Science

Bangalore 560 012, (India)

Telefax : 080-23600757, Ph: 22932440/444

email: [registrar@iisc.ac.in](mailto:registrar@iisc.ac.in) [recruitment.council@iisc.ac.in](mailto:recruitment.council@iisc.ac.in)

## **Advertisement No. No.R(IA)308-2018/ Dated: 15.06.2018.**

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 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.	Name of the post	Unit	No. of vacancies					Age Limit (as on the last date of Advertisement)	Pay scale
			UR	SC	ST	OBC	Total		
01.	Deputy Registrar	Administration	01	-	-	01	02	50 years	Level-12 in 7th CPC
02.	Assistant Registrar	Administration, Sports, Security	04	02	-	04 Including of 1 backlog	10	45 years	Level-10 in 7th CPC
03.	Dy Project Engineer (Electrical)	Campus Management and Development	01				01	50 years	Level-12 in 7th CPC
04.	Assistant Project Engineer(Civil)	Campus Management and Development	01			01	02	45 years	Level-10 in 7th CPC
05.	Site Engineer (Civil), Challekere Campus	Challakere Campus	01				01	45 years	Level-10 in 7th CPC

### **Prescribed Minimum Qualification / Experience:**

#### **1. Deputy Registrar:**

##### **Qualifications:**

A post graduate degree with at least 55% marks or its equivalent grade.

##### **Experience:**

5 years of administrative experience in 7<sup>th</sup> CPC Level-10 or its equivalent grade in Government/

PSU/Government Research Establishments/ Universities / Statutory Organizations.

**Desirable:**

- i) Professional qualification in area of Management / Law
- ii) Experience in handling Administrative / Legal / Finance / Stores & Purchase / Establishments matters.
- iii) Working experience in ERP enabled work environment in Administration and Finance.
- iv) Experience in ERP implementation.

**2. Assistant Registrar:**

**Educational Qualifications:**

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

**Experience:**

8 Years of Supervisory experience in the relevant field in Govt/Semi-Govt/Public Sector/Autonomous organisation or Educational Institution of higher learning. Of the 8 years, 5 years' experience should be in Level – 7 or its equivalent grade.

However, employees of the institute serving in the administrative/ secretarial positions in Level – 7 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:**

- i) Professional qualification in area of Management / Law
- ii) Experience in handling Administrative / Legal / Finance / Stores & Purchase / Establishments / Public Relations
- iii) Experience in ERP enabled work environment
- iv) Experience in ERP implementation.

**Assistant Registrar (Security):**

**Educational Qualifications:**

A Postgraduate degree from a recognized university with at least 55% marks or its equivalent.

**Experience:**

8 Years of experience in Army / Navy / Air Force/Police/Para Military forces in a supervisory capacity of which at least 5 years should be in level-7 or its equivalent grade in a permanent post.

Should be of sound health, physically active and able to drive a motor cycle and motor car and handle fire arms.

However, employees of the Institute serving in the Security in Level -7 of the 7th 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]

**Assistant Registrar (Sports):**

**Educational Qualifications:**

A Postgraduate degree in Physical Education from a recognized university with at least 55% marks or equivalent grade with a diploma in sports coaching from a recognized Institute.

OR

Master's degree with at least 55% marks or equivalent grade and should have represented university or state at National level in Sports.

**Experience:**

8 Years of experience in the relevant field in Govt/Semi-Govt/Public Sector/Autonomous organisation or Educational Institution of higher learning. Of the 8 years, 5 years' experience should be in 7<sup>th</sup> CPC Level – 7 or its equivalent grade.

**Desirable:**

- i) Demonstrated ability to encourage mass participation in events in games and sports.
- ii) Proficiency in exercises such as aerobics, swimming and yoga.
- iii) Preference will be given for medal winners at national and international level.

**3. Deputy Project Engineer (Electrical):**

**Educational Qualifications:**

M.E./M.Tech in Electrical Engineering with 55% marks.

**Experience:**

8 years of experience as APE or an equivalent post in Govt/Semi-Govt/Public Sector/Autonomous organisation or Educational Institution of higher learning in 7<sup>th</sup> CPC Level-10 or its equivalent.

**Desirable:**

Experience in execution of construction and maintenance of large campuses.

**4. Assistant Project Engineer (Civil):**

**Educational Qualifications:**

B.E./B.Tech in Civil Engineering with 60%.

**Experience:**

8 years of experience as AE in Level – 7 or its equivalent grade, in the relevant field, in Govt/Semi-Govt/Public Sector/Autonomous organisation or Educational Institution of higher learning.

However, an Institute employee serving as Asst. Engineer for at least 8 years with B.E./B.Tech and exemplary service record can apply. [Age limit not applicable]

**Desirable:**

Experience in handling large construction projects and knowledge of Computer-aided Design (CAD) and latest Management Technology/other relevant software applications is desirable.

## **5. Site Engineer(Civil), Challakere Campus:**

### **Educational Qualifications:**

B.E/B.Tech in Civil Engineering with 60%.

### **Experience:**

8 years of experience as AE in Level – 7 or its equivalent grade, in the relevant field, in Govt/Semi-Govt/Public Sector/Autonomous organisation or Educational Institution of higher learning.

However, an Institute employee serving as Asst. Engineer for at least 8 years with B.E./B.Tech and exemplary service record can apply. [Age limit not applicable]

### **Desirable:**

Experience in handling large construction projects and knowledge of Computer-aided Design (CAD) and latest Management Technology/other relevant software applications is desirable.

The selected candidate is expected to reside on the campus and oversee all infrastructural aspects of the Challakere campus. The post is Non-transferrable to the main campus at Bangalore.

### **Terms and conditions:**

1. The posts of Dy. Registrars and the posts of Assistant Registrars except the posts of Assistant Registrar(Security) and Assistant Registrar(Sports) are 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.
2. The post of Deputy Project Engineer(Electrical) is also suitable for Physically Handicapped candidates with disabilities viz. Orthopedically Handicapped/Locomotor disability/Cerebral Palsy with One Leg Affected (Right or Left) (OL) and Hearing Impaired.
3. The posts of Assistant Project Engineer(Civil) and Site Engineer, Challakere Campus are 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) and Hearing Impaired.
4. Relaxations in age and qualifications are applicable to Physically Challenged, Scheduled Caste and Scheduled Tribe candidates as per Govt of India norms as applicable to the Institute.
5. The candidate must be a citizen of India.
6. The posts are on regular basis with a probation period of 2 years.
7. 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.
8. Candidates have to apply online only. Incomplete applications in any respect will not be considered. Physical application will not be considered.
9. Deputation can be considered from the officers from the Central/ State Governments or Institute of national importance or Universities/ University level institution or PSU
  - i) Holding analogous post, and/or
  - ii) Possessing educational qualification and experience as prescribed for direct recruitment.
10. 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.

11. **Selection for the post of Dy. Registrar will be made on the basis of written test followed by group discussion and interview.**
12. **Selection for the post of Assistant Registrar will be through the written test and interview.**
13. **Selection for other post will be through interview. However, Institute reserves the right conduct a written exam, if required.**
14. Candidates called for Interview for the posts of Dy. Registrar are expected to make a presentation for about 15 minutes before the selection committee.
15. 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.
16. Candidates must not have crossed 50 years for the posts of Dy. Registrar and Dy. Project Engineer and 45 years for the posts of Assistant Registrar, Asst Project Engineer and Site Engineer as on **31<sup>st</sup> July, 2018**. However, relaxation in age and qualifications will be given to persons with disability and reserved categories as per Government of India norms.
17. Applications should be submitted well in advance, without waiting until the last date.
18. Call letters to attend the interview will be sent only to the short-listed candidates by mail. Candidates are required to check their registered mail frequently. No correspondence will be made with applicants who are not short-listed/not called for interview.
19. 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.
20. Out station candidates called for interview will be paid railway fare in 2<sup>nd</sup>A/C from the place of duty/residence to Bengaluru and back by shortest route on production of tickets.
21. 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 for this purpose by the Govt of India.
22. 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 go through the Institute portal : <https://iisc.ac.in/positions-open/> fill-in application and upload the certificates to support their claim for educational qualifications, age, community, disability, experience. NOC and others if any **on or before 31<sup>st</sup> July, 2018**.*

**Link to apply online: <http://recruitment.iisc.ac.in/NonTeaching/>**

15<sup>th</sup> June, 2018

REGISTRAR

