Advertisement No.R(HR)/308-2/2022 dated 31.01.2022

Sl. No.	Name of the post	No. of vacancies					Age Limit (as on the last date of Advertisement)	Pay scale
		UR	ST	OBC NCL	EWS	Total		
01.	Deputy Registrar	01				01	50 years	Level-12 in 7th CPC
02.	Assistant Registrar	03	01	02	02	08	45 years	Level-10 in 7th CPC
03.	Admin Officer (Challakere)	01				01		

01 vacancy of Assistant Registrar is reserved for persons with benchmark disability-Visually handicapped (VH)

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 7th 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.

2. **Assistant Registrar/Admin Officer (Challakere)**

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

Method of Selection

Selection for the post of Dy. Registrar will be made on the basis of written test followed by group discussion and interview. Selection for the post of Assistant Registrar/Admin Officer (Challakere) will be through the written test and interview.

The Written Test will be a computer based MCQ test. The scheme of examination and syllabus is at Annexure I.

Fees :

For General, OBC and EWS candidates   -   Rs. 500/-

Women candidates and candidates
belonging to SC, ST, PwD, Transgender
and Ex-servicemen   -   Nil

Fees once paid is Non-refundable.

Terms and conditions

1.   The posts of Dy. Registrars and the posts of Assistant Registrars 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.   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. Maximum age (including all categories) relaxation is upto 55 years for both posts.
3.   The candidate must be a citizen of India.
4.   The posts are on regular basis with a probation period of 2 years.
5.   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.
6.   Candidates have to apply online only. Incomplete applications in any respect will not be considered. No further correspondence will be entertained in this regard.Physical application will not be considered.
7.   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.
8.   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.
9.   The written test will be held at Bangalore and tentatively scheduled on 27th February. Candidates will have to appear for written test at their own cost.

10. Candidates called for Interview for the posts of Dy. Registrar are expected to make a presentation for about 15 minutes before the selection committee.

11. 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.

13. Applications should be submitted well in advance, without waiting until the last date.

14. Call letters to attend the interview will be sent only to the short-listed candidates by email. Candidates are required to check their registered email frequently. No correspondence will be made with applicants who are not short-listed/not called for interview.

15. 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.

16. Out station candidates called for interview will be paid railway fare in 2^{nd}A/C from the place of duty/residence to Bengaluru and back by shortest route on production of tickets.

17. 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.

18. 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.

20. Candidates who are awarded gradations under CGPA/GPA system in respect of Bachelor's Degree are advised to submit correct percentage of marks obtained as per the University/Institute guidelines for conversion of CGPA/GPA to appropriate percentage.

21. The details filled-in by the applicants in the application form will be duly verified before publishing the results. If the candidates fail to provide the authentic proof for the details filled-in by them, their candidature will be summarily forfeited.

23. The recruitment portal will be open from 31.01.2022 to 20.02.2022 for submission of applications online.

24. The above posts are transferable except the post of Admin Officer (Challakere) which is Non-transferrable.

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 **20.02.2022**

Examination Pattern & Scheme of Examination

Section name	Marks per item	No. of items
Paper A		
Logical Reasoning	1 mark	20
Numerical Reasoning	1 mark	20
Verbal Reasoning	1 mark	15
General Awareness	1 mark	15
Proficiency test in Govt Rules	1 mark	20
SAP proficiency	1 mark	10
Total		**100**

Part A

1. Logical Reasoning

It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, Symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern - folding & un-folding, Figural Pattern-folding and completion, Indexing, Address matching, Date & City matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence & Other sub-topics, if any

2. Numerical Reasoning

The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit & Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & work, Basic algebraic identities of School Algebra, Elementary surds, Graphs of Linear Equations, Triangle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Square, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency Polygon, Bar diagram, Pie chart and any other question of Matriculation level.

3. Verbal Reasoning

Questions in this component will be designed to test the candidate's understanding and knowledge of English language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/detecting mis-spelt words, idioms & phrases, one word substitution, Improvement of sentences, active/passive voice of verbs, conversion Into direct/indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, comprehension passage and any other English language questions at the level of Matriculation/Higher Secondary.

4. General awareness

Questions in this component will be aimed at testing the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current event and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring Countries especially pertaining History, Culture, Geography, Economic Scene, General Policy, Indian Constitution & Scientific Research and Others.

5. Proficiency test in Government Rules

Questions in this component will be aimed at testing the candidate's understanding of the various Government of India rules concerning FR/SR, GFR, Pension rules, Procurement/Materials management and store management, Income tax, GST, RTI, CCS CCA rules, CCS conduct rules etc.

6. SAP Proficiency

Questions in this component will be aimed at testing the candidate's ability to handle the various SAP software related functions including Human resource module, Finance module, Purchase module etc.