



ಮಾನವಸಂಪನ್ಮೂಲವಿಭಾಗ/मानवसंसाधनअनुभाग/HUMAN RESOURCES SECTION
ಭಾರತೀಯವಿಜ್ಞಾನಸಂಸ್ಥೆ/भारतीयविज्ञानसंस्थान/INDIAN INSTITUTE OF SCIENCE
ಬೆಂಗಳೂರು/ಬೆಂಗಳೂರು/BANGALORE – 560012
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Advertisement No. R(HR)/Recruitment-1/2026 dated 26th May 2026

Indian Institute of Science, a Centrally Funded Technical Institute under the Ministry of Education, Government of India, has completed more than 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 inviting applications from individuals for the following post, to be filled on a **Deputation basis**:

Position	No. of Vacancies	Essential Qualification and Experience	Group	Age Limit	Pay Matrix Level (as per 7 th CPC)
Deputy Administrative Officer	06	(i) Bachelor's Degree with a minimum of 50% marks (ii) Staff from the Central/State Govt/UTs or Central Universities/ Institutions/ Autonomous Bodies or Central Govt. Laboratories, Statutory Organization's, or PSU/PSEs. (a) Holding an analogous post or (b) At least 05 years of experience as a Superintendent or equivalent in pay Level 07 and above as per 7th CPC.	B	56 years	Level – 08 as per 7 th CPC (₹47600 – 151100)

Terms and conditions:

1. The candidate must be a citizen of India.
2. The post of Deputy Administrative Officer is on **Deputation** basis for a period of 5 years or until the staff members in the feeder cadre become eligible for promotion or till attaining the age of 60 years, whichever is earlier or as fixed by Gol by orders issued in this regard, from time to time. However, the period may be extended or curtailed on a performance basis and the functional requirements of the Institute.
3. Candidates must 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.
4. All the details filled in the online application will be treated as final, and no changes shall be entertained thereafter, and the same will be taken into consideration for the whole recruitment process. Uploaded documents should be clear and visible.

5. Candidates belonging to SC/ST, PwBD, Ex-servicemen, Transgender, and Women shall pay a processing fee of Rs. 50/-. Other candidates shall pay an application fee of Rs.450/- and a processing fee of Rs. 50/- The fee once paid will not be refunded or re-adjusted under any circumstances.
6. Certificate(s) in support of experience(s) should be as per the format attached (**Annexure-A**). It should be on the employer's organization letterhead bearing the date of issue.
7. The **NOC and Vigilance Clearance/Integrity Certificate** duly mentioning any major or minor penalties imposed on them, during the last ten years on the present employer's organization letterhead should be uploaded along with the experience certificate or is to be directly forwarded to the Deputy Registrar(HR), HR Section, First Floor, JRD Tata Memorial Library, IISc superscribing the advertisement no. on the envelope.
8. Candidates who have submitted experience certificates from PSU / Autonomous bodies having different pay scales should mandatorily submit equivalence certificates for consideration of their experience. Otherwise, experience would not be considered.
9. Candidates who are awarded gradations under the CGPA/GPA system in respect of Bachelor's Degree need to submit the correct percentage of marks obtained as per the University/Institute guidelines for conversion of CGPA/GPA to the appropriate percentage. The onus is on the candidate to provide documentary evidence for the conversion of CGPA/GPA to the appropriate percentage.
10. The selection for the post will be solely based on the **Job-oriented Aptitude Test (100% weightage)**. **In case, if examinations are conducted in multiple sessions, the score obtained by each of the candidates in different sessions may be normalized as per the standard norms. The examination pattern and syllabus for Job-oriented Aptitude Test is given at Annexure-B. The Job-oriented Aptitude Test is tentatively scheduled to be held on 3rd July, 2026.**
11. The prescribed qualifications and experience are the minimum required, and the mere fact that a candidate possesses the same will not entitle him/her to be called for a job-oriented aptitude test. The Institute reserves the right to restrict the no. of candidates admitted for a job-oriented aptitude test to a reasonable number on the basis of qualifications and experience.
12. Applications should be submitted well in advance, without waiting until the last date of submission of the application.
13. The decision of the Institute in all matters relating to the eligibility of the candidate would be final and binding on all the candidates.
14. 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.
15. Call letters to attend the job-oriented aptitude test will be sent only to the admitted candidates by email. Candidates are required to check their registered email frequently. No correspondence will be made with applicants who are not admitted/not called for the job-oriented aptitude test.
16. The appointment of the selected candidates will be subject to their being found medically fit as per the requirements of the Institute.
17. During the period of service, every employee shall observe, obey and abide by the Scheme, Regulations and Byelaws (SRB), Administrative Manuals, other statutory documents, CCS (Conduct) Rules and CCS (CCA) Rules etc.
18. The terms and conditions of deputation will be governed by DoPT OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and the subsequent consolidated guidelines issued by GOI in this regard from time to time.
19. 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. 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 authentic proof for the details filled in by them, their candidature will be summarily forfeited.
21. Any dispute with regard to the selection process will be subject to the Honourable Court/Tribunal having jurisdiction over Bangalore.
22. In case of any ambiguity/dispute arises on account of interpretation between the English and other language versions of the notification, instructions detailed in the English version shall be final.

23. In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published on the Institute website only.
24. The recruitment portal will be open from **26.05.2026 to 15.06.2026 (11:55 p.m.) for submission of applications online.**

Interested individuals are requested to go through the Institute portal <https://iisc.ac.in/careers/regular-positions/> to apply online and upload the certificates to support their claim for educational qualifications, age, disability, experience, **NOC, Vigilance Clearance/Integrity Certificate** and others if any on or before **15.06.2026**.

Date: **26.05.2026**

Registrar

Annexure-A

Format for Experience Certificate

This is to certify that Mr./Ms./Dr. _____, S/o/D/o _____ is an employee of _____ (Employer name) and duties performed by him in various posts are hereunder:

Sl. No.	Name of the post held	Nature of Appointment (Regular/Contract)	Period of Appointment		Length of Service (Years, Months)	Department /Section	Pay level as per 7 th CPC	IDA Scale/Equivalence to 7 th CPC Scale	Last Basic Pay Drawn	Nature of Duties (Admin/Finance/Technical/Others etc)	Any other Remarks
			From (DD/MM/YYYY)	To (DD/MM/YYYY)							

It is certified that above facts and figures are true and based on service records available in our organization.

Date:

Signature of Competent Authority

Place:

Note: The above table has to be filled for all experience mentioned in the application form in chronological order starting from the present experience.

Detailed Syllabus for the post of Deputy Administrative Officer**Summary of the subjects, No of questions, Maximum marks and duration of the test**

SI No.	Details of Subjects		No. of questions	Total no of questions	Maximum Marks	Time Duration
1	Part-I	General Administration, Finance & Accounts and Purchase and Stores.	50	100	100	1.5 hours (90 minutes)
2	Part-II	General Knowledge, General intelligence, General English and General Mathematics	30			
3	Part-III	SAP Proficiency	20			

Syllabus

Part-I			
SI No.	Topics/Subject	No of Questions	Total Marks
1.	General Administration: FR & SR CCS Conduct Rules CCS (CCA) Rules Pay/DA/HRA Joining time rules Medical Attendance Rules Loans and advances Recruitment, reservation and concessions in appointment Resignation and Technical Resignation Travelling allowance Deputation and Foreign Service Manual of Office procedure RTI	20	20
2.	Finance & Accounts: Financial Accountancy, Cost Accountancy, Management Accountancy Auditing covering conceptual and practical aspects Financial Statements for Central Autonomous Bodies and Higher Educational Institutions Budget formulation and implementation Accounting of Grant-in-Aid	15	15
3.	Purchase & Stores: General Financial Rules Public Procurement for goods, services and works Government e-marketplace Central Public Procurement Portal	15	15

	Contract management Inventory Management and Control Procurement Manuals Import of Goods		
	Total	50	50
Part II			
1.	General Knowledge	05	05
2.	General Intelligence	05	05
3.	General English	15	15
4.	General Mathematics	05	05
	Total	30	30
Part III			
1.	SAP Proficiency	20	20
	Total	20	20

General Knowledge (5 Questions):

Questions will be designed to test the candidate's general awareness of the environment around them and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

General Intelligence (5 Questions):

It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series etc. The test will also include questions design to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

English Language (15 Questions):

Candidates' understanding of the Basis of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc./their writing ability would be tested.

General Mathematics (5 Questions):

This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and the relationship between Numbers, Fundamental arithmetical operations, percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Table and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

SAP Proficiency (20 Questions):

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