

Advertisement No.: 21/2024

Recruitment for the post of “Senior Administrative Assistant (Finance & Administration)” under funded project

Indian Institute of Science Education and Research (IISER) Tirupati is a premier autonomous Institution established by the Ministry of Education, Government of India, for promotion of high-quality science education and research in the country.

The institute invites applications from Indian nationals for the following positions on contract basis:

Name of the post	Senior Administrative Assistant (Finance & Administration)
Name of the project	Ecology and Evolution of Organisms Description: This position is for a combination of projects in the lab of Dr Robin V. Vijayan
Funding Agency	Marine Mammal Conservation Fund (MMCF) Rohini Nilekani Philanthropies Fund (RNPF)
Principal Investigator	Dr. Robin V. Vijayan
Project Code	30422112 and 30523164
Minimum Qualifications	<u>Essential:</u> <ul style="list-style-type: none">● Master's degree in any discipline.● 2 years of working experience with research and research management.● Excellent knowledge of spreadsheets and word processing. <u>Desirable:</u> <ul style="list-style-type: none">● Experience procedures handling finances (bills, UC/SE).● Experience with handling purchase and office procedures, including GEM.● Experience managing lab inventory.● Experience with molecular lab work.
Fellowship	INR 35,000/- + 9% HRA
Age	Not more than 35 years on the closing date of the advertisement.
No. of post	One (1)
Tenure	The position is temporary for a period of one year and renewable subject to satisfactory performance. The position is co-terminus with the project.
Last Date	5.00 PM, 20th April 2024
Application Link	https://forms.gle/fH98VUMuKNXU6con7

How to Apply: -

1. Interested candidates should send the application by filling out the Google form on or before the last date i.e. **20th April 2024 by 5.00 P.M.** (No other application form will be accepted).
2. List of shortlisted candidates for further selection process will be notified through email only. Therefore, please mention active Mobile Number and Email ID in the application form. (**Tentative Interview date: 22nd April 2024 via hybrid mode; in-person preferred**).
3. Recent passport-size photographs and photocopies of relevant certificates and other testimonials in support of age, qualification, experience, etc. will be collected.
4. The applicant will be responsible for the authenticity of information submitted / documents and photograph. It is the responsibility of the candidate to assess his / her own eligibility to the post(s) for which he / she is appearing in accordance to this advertisement. If it is detected at any time in future, during the process of selection or even after appointment that the candidate was not eligible as per the prescribed eligibility criteria in this advertisement, which could not be detected at the time of selection for whatsoever reason, his/her candidature/appointment shall be liable to be cancelled/terminated immediately.

GENERAL INFORMATION / DETAILS ABOUT THE POST

1. Appointment is purely temporary and will terminate automatically without any notice or compensation on termination of the research project.
2. The appointed person shall have no claim of appointment/absorption in Funding Agency or in IISER Tirupati.
3. Appointment of the applicant will be governed by the terms and conditions of the funding agency particularly applicable to the said project.
4. The qualification prescribed should have been obtained from recognized Universities / Institutions.
5. Where number of applications received in response to this advertisement is large, it will not be convenient or possible to interview all the candidates. Based on the recommendations of the Screening Committee, the Project Leader may restrict the number of candidates for the interview to a reasonable limit after taking into consideration qualifications and experience over and above the minimum prescribed in the advertisement. Therefore, it will be in the interest of the candidates, to mention all the qualifications and experience in the relevant field at the time of applying.
6. No TA/DA will be admissible for appearing for the interview.
7. Selected candidates will have to join duty immediately on receipt of the offer.
8. No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
9. Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.