Advertisement No.R(HR)/Recruitment-5/2022 (Direct Recruitment)

1. Online applications are invited from Indian Nationals for filling up the following positions through Direct Recruitment at the Indian Institute of Science, Bangalore.

Position	No. of Vacancies						Essential Qualification	Group	Age Limit	Pay Matrix Level (as per 7th CPC)
	UR	SC	ST	OBC	EWS	Total				
Administrative Assistant	31	12	05	20	08	76*	Bachelor's Degree with a minimum of 50% of marks	C	26 years**	Level – 03 (Rs. 21700 - 69100)

* 04 positions are reserved for PwD – 02 positions each for Category I (Blindness and Low Vision) and Category IV disability (Autism, Intellectual disability, Specific learning disability, Mental illness, and Multiple disabilities).
** as on the closing date of receipt of the application.

GENERAL INSTRUCTIONS

1.	**Instructions to Applicants**
	(a) Candidates should read carefully the requisite minimum essential qualifications, age, eligibility, experience criteria, etc. laid down in the advertisement before applying for the post. Since all the applications will be screened based on the data submitted by the candidate in the online application, the candidates must satisfy their suitability for the position to which they are applying.
	(b) 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.**
	(c) Applicants should take due care while filing information online. Application once submitted online cannot be altered/resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/details ready before you start filling up the Application Online.
	(d) In addition to the Pay in the Pay Matrix as per the 7th CPC as mentioned above, the posts carry the usual allowances at par with those admissible under IISc rules in the corresponding Pay Scale.
	(e) The persons with disability (PwD) shall be required to submit the Disability/Medical certificate in the proforma prescribed and issued by the competent medical authorities for the purpose of employment as per Government of India norms with a duly completed application form.
	(f) The minimum qualifying marks for the **job-oriented aptitude test** will be as per the standard fixed by the Institute at its discretion.
	(g) Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for a **job-oriented aptitude test**, as stated above while progressing ahead in the stage(s) of recruitment/ selection, following the standards in general. As stated, the Institute is free to set the benchmark and call only the eligible candidates above the set benchmark for the **job-oriented aptitude test**. Further, IISc also reserves the right NOT to fill any of the posts advertised, in the event or exigency so decided without assigning any reason thereof.

(h) Once a candidate has chosen a reserved category, no request shall be entertained for change to other reserved categories.

(i) All candidates, irrespective of their category may be considered against UR vacancies, subject to fulfillment of eligibility criteria prescribed for UR candidates. However, against the vacancies earmarked for specific communities (SC/ST/OBC-NCL/EWS), only candidates belonging to that category will be considered.

(j) Reservation policy as per GoI norms till the closing date of the online registration may be considered. Any revision in the age relaxation by GoI till the closing date of the online registration may be considered.

(k) Age should not exceed the limit as on the closing date for receipt of the application.

(l) Age relaxation, wherever applicable and admissible, will be as per GoI norms.

(m) A one-time age relaxation is provided to the extent of their service, for the presently working Temporary/Projects staff at the Institute, who have completed a minimum of three years of service at the Institute.

(n) The OBC (Non-creamy layer) certificate **issued on or after 01.04.2022** shall only be considered for the reservation under OBC (Non-creamy layer) category. The certificate should clearly mention that the candidate belongs to the non-creamy layer and the caste of the candidate must be in the state-wise central list of OBCs.

(o) Economically Weaker Section (EWS) certificate **issued on or after 01.04.2022** shall only be considered for the reservation under the EWS category. The economically weaker section certificates in the proforma prescribed and issued by the competent authority will only be accepted as sufficient proof in support of the candidate's claim for belonging to EWS. No other certificate will be accepted as sufficient proof.

(p) The relaxations and concessions for PwDs will be as per current Central Govt. orders.

(q) The persons with disability (PwD) shall be required to submit the Disability/Medical certificate in the proforma prescribed and issued by the competent medical authorities for the purpose of employment as per Government of India norms with a duly completed application form. Persons not suffering from less than 40% of the disability shall only be eligible for the benefit of reservation under this category. The certificate will be rejected if the disability is less than 40%.

(r) Age of superannuation for all the posts is 60 years.

(s) If at any stage during the screening, recruitment, and selection process and even after appointment, it is found that candidates have furnished false or incorrect information, their candidature will be rejected/cancelled/terminated immediately. The institute takes no responsibility for incomplete/incorrect information. No correspondence in this regard shall be entertained at later date.

2.	Submission of Application

(a) The candidates are required to apply **ONLINE** only from **17.12.2022** to **06.01.2023** till **11:55 p.m**.

(b) For submission of application through **ONLINE MODE**, please visit:
https://cdn.digialm.com:443//EForms/configuredHtml/956/80596/Registration.html
https://cdn.digialm.com:443//EForms/configuredHtml/956/80596/login.html

(c) **No hardcopy submission of the online submitted application is accepted for the non-teaching positions.** However, candidates are advised to keep a printout of the online application form for future reference.

(d) Candidates working in Government / PSU / Autonomous Bodies should obtain NOC from the present employer and upload it online. However, an 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 document verification.

(e) Incomplete applications will be summarily rejected.

(g) Decision of the Institute in all matters relating to the eligibility of the candidate and aptitude test would be final and binding on all the candidates.

(h) The appointment of the selected candidates will be subject to their being found medically fit as per the requirements of the Institute.

(i) Uploading and submission of Marks Cards & Certificates in support of Qualification (starting from Class 10th onwards), marks obtained by them in the essential qualification degree, Experience, etc. is mandatory along with the application form. Applications will be summarily rejected without these attachments. No further correspondence will be entertained in this regard.

	(j)	Candidates who are awarded gradations under the CGPA/GPA system in respect of bachelor's degree are advised to submit the correct percentage of marks obtained as per the University/Institute guidelines for conversion of CGPA/GPA to appropriate percentage. The onus is on the candidate to provide documentary evidence for the conversion formula at the time of document verification.
	(k)	The Institute shall verify the antecedents or documents submitted by a candidate at any time, at the time of appointment, or during the tenure of the services. In case, it is detected that the documents submitted by the candidates are fake or the candidate has doubtful/unacceptable antecedents/background and has suppressed the said information, then his / her services shall be terminated forthwith and in addition, legal action may be initiated against such candidates/employees as per law.
	(l)	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.
	(m)	In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published on the Institute website only.
	(n)	All the employees appointed to Institute service on or after 01.01.2004 are covered under the New Pension Scheme (NPS).
	(o)	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.
	(p)	The prescribed qualifications are the minimum required and the mere fact that a candidate possesses the same will not entitle them for being called for a **job-oriented aptitude test**.
	(q)	Candidates should submit applications well in advance, without waiting until the last date.
	(r)	Call letters to attend the written test will be sent only to the eligible candidates and the same will be intimated by e-mail. Candidates are required to check their registered mail frequently. No correspondence will be made with applicants who are not eligible for the **job-oriented aptitude test**.
	(s)	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.
	(t)	Candidates will have to appear for the test at their own cost.
	(u)	The Institute makes all efforts to allot the candidate the Centre of his/her choice. The applicants shall, therefore, be required to choose three out of the list of designated centres as available in the online application. However, it may be noted that the Institute reserve right to allot any other centres to the candidates as per its discretion to address the special situations arising at that point of time. The institute may also decrease or increase the number of the designated centres at any point of time. The candidates should note that no request for a change of Centre /Venue is accepted.
3.	**Fee Payable**	
	(a)	Candidates belonging to SC/ST, PWD, 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/-.
	(b)	The fee once paid will not be refunded or re-adjusted under any circumstances.
4.	**Follow up after applying**	
	(a)	Candidates once applied should visit the Institute website and portal regularly for status updates on recruitment.
	(b)	Interested individuals are requested to go through the Institute website: **https://iisc.ac.in/positions-open** for the notification and other details.
	(c)	Information regarding the job-oriented aptitude test will be communicated through the Institute website and email. The Institute will not be responsible in any manner, if, the candidate fails to visit/access the website on time. Candidates are requested to visit the Institute's website regularly.
	(d)	Institute will upload the information on its website/homepage, for the convenience of the candidates regarding the conduct and result of the test. Candidates may submit their applications

		on the Online Application portal in their own interest. https://cdn.digialm.com:443//EForms/configuredHtml/956/80596/Registration.html https://cdn.digialm.com:443//EForms/configuredHtml/956/80596/login.html
	(e)	No correspondence whatsoever will be entertained from candidates regarding the conduct and result.
	(f)	Selected/shortlisted candidates will be informed through email only and no separate communication will be sent.

Date : 17.12.2022   **Registrar**