

Advertisement No.: 32/2024

Recruitment for the post of “Scientific Administrative Assistant” under DST 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 the promotion of high-quality science education and research in the country.

Institute invites applications from Indian nationals for the following position on a contract basis:

Name of the post	Scientific Administrative Assistant
Name of the project	Complex networks and dynamics
Funding Agency	Department of Science and Technology, Govt. of India
Principal Investigator	Dr. Aradhana Singh
Project Code	30122133
Minimum Qualifications	<u>Essential:</u> <ul style="list-style-type: none">• Graduate degree in any discipline. <u>Desirable:</u> <ul style="list-style-type: none">• Preferable Graduate degree in Physics / Mathematics /Computer Science.• Experience in handling data using C++/Python/R programming, good verbal and writing skills, prior exposure to the complex networks and nonlinear dynamics.
Fellowship	Rs. 18000/- + 8% HRA per month (Consolidated)
Age	Not more than 50 years as on closing date of the advertisement.
No. of post	One (1)
Tenure	The initial offer will be for two months and renewable subject to satisfactory performance.
Last date	5.00 p.m. on 17th June 2024

How to Apply

1. Applicants should send their application by email addressed to aradhanas@labs.iisertirupati.ac.in attaching the duly filled application form available below this advt. (**converted into PDF**) on or before the last date i.e., **17th June by 5.00 p.m.** Please mention the name of the **Post** and **Project Code** in the subject line. 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 your active Mobile Number and Email ID in the application form.
3. Recent passport size photograph and photocopies of relevant certificates and other testimonials in support of age, qualification, experience, etc. will be collected at an appropriate stage.
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 for the post(s) for which he/she is appearing in accordance with this advertisement. If it is detected at any time in the 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 canceled/terminated immediately.

GENERAL INFORMATION / DETAILS ABOUT THE POST

1. The appointment is purely temporary and will terminate automatically without any notice or compensation on the termination of the research project.
2. The appointed person shall have no claim of appointment/absorption in the 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. The prescribed educational qualifications are the bare minimum and mere possession of the same does not entitle candidates to be called for an interview. Where the 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 upon receipt of the offer.
8. No interim inquiries/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.