



**INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY**

An Autonomous Institute under Department of Science and Technology,

Govt. of India,

**Paschim Boragaon, Garchuk, Guwahati-781035**

**Employment Notice**

Advt. No-69

Date: 05/05/2017

The IASST which is an autonomous R&D institute under the Govt. of India wishes to engage persons on contract basis for some posts. Interested candidates may kindly visit Institute website [iasst.gov.in](http://iasst.gov.in) for further details.

**Last date for receipt of application is 19/05/2017.**

**Registrar, IASST**

## **EMPLOYMENT NOTICE**

Applications are invited by the Institute for engagement of persons on contract basis for the following jobs.

### **1. Store/Purchase Officer:      ONE (1) post**

#### **(A) Qualifications**

- a. Essential : Graduate in Science/Commerce from  
a recognised university with training in relevant professional courses with proficiency in computer applications.
- b. Desirable: Degree/Diploma in Marketing Management from a recognised/reputed institution.

#### **(B) Experience**

- a. Essential  
Should have minimum of 5 years experience after the degree obtained in a reputed institute. The incumbent should be well versed with procedure for procurement including e-procurement of public goods/services including import formalities of items. He/she should have experience of independent handling the responsibilities. Should have experience of stores management like inventory management, inspection/receipt/issue of stores, handling audit/physical verification of stores etc. He should be conversant of LOC procedures and Auctioning procedures. He/she must have strong communication skills.
- b. Desirable
  - i. Experience in scientific research institute/educational institute of higher learning.
  - ii. Conversant with Govt. of India rules/procedures in procurement of stores/financial matters.

#### **(C) Tenure & Emoluments**

The incumbent will be offered contractual engagement on a monthly consolidated emolument of Rs 25,000/-(negotiable for higher emolument in case of meritorious candidate), initially for a period of one year, extendable on mutual consent for further period.

## **2. PROGRAMME MANAGER FOR EXTRAMURAL PROJECT (EMP): ONE (1) POST**

### **(A) Qualifications:**

- a. Essential Minimum Master degree in Science/Commerce/ from a recognised university with professional training in Management courses. Should be proficient in computer applications.
- b. Desirable:
  - i. Degree/Diploma in Management subject from a recognised/ reputed institution.
  - ii. Conversant with Govt. of India rules/procedures in administrative and financial matters.

### **(B) Experience and Job description**

Should have 5 years experience in an academic/ research institution in dealing with their project activities. The incumbent will have to handle establishment matters of project staff viz research scientist, research fellows, research scholars etc, management of research grants, submission of reports/ returns to grant sponsoring agency, procurement of research equipment/consumables, chemicals etc through central stores/ purchase department, maintenance of assets created out of project grants and amalgamation of the same with central stores branch.

### **(C) Emolument &: Tenure**

The incumbent will be offered a consolidated monthly emolument of Rs 35000/- (negotiable for higher emolument in case of meritorious candidate). The initial tenure of contractual engagement will be for one year, extendable by mutual consent for further period.

## **3. PROJECT ASSISTANT : TWO (2) post**

- a. Qualifications: Minimum graduate in Science/Commerce with proficiency in computer applications.
- b. Experience and : Should have 2-3 years' experience in academic/ research institutions. The incumbents will be entrusted with works relating to establishment, stores, purchase, Job description

financial matters relating to project activities of the institute. They should also have good communication skills, maintain files, handle letter writings, notings etc. Knowledge of Govt. of India rules/ procedures in matters of administrative, finance, stores/ purchase will be preferable.

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| c. Emolument &<br>Tenure | The incumbent will be offered a consolidated monthly emolument of Rs 14,000/- p.m.(negotiable). The incumbent will be offered contractual employment initially for a period of one year, extendable by mutual consent for further period. |
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**How to apply:** Persons may apply in prescribed format giving details of qualifications, experience, enclosing therewith the credentials with regard to qualifications, experience and other achievements. Candidates shall affix a recent passport size photo on the application. Only shortlisted Candidates will be called for the interview. No TA/DA is payable for attending the interview. The completed application form should be sent to the Registrar, IASST, Paschim Boragaon , Garchuk, Guwahati-781035, Assam by registered Post superscribing the name of the post ,Number of the Advertisement and date on the top of the envelope. Soft copy may be sent to the [registrariasst@gmail.com](mailto:registrariasst@gmail.com) they are also advised to follow the general instruction to the candidates attached herewith,before sending the application.

**The last date of receipt of application is 6th June 2017**

#### **GENERAL INSTRUCTIONS TO THE CANDIDATES**

1. Candidate should send his/herself-attested copies of certificates and mark-sheets from Matriculation/Madhyamik onwards and experience certificate, caste certificate etalong with the filled-in application form.
2. Applicants who are employed should send their applications through proper channel i.e. through their present employer. However, an advance copy of the application may be sent so as to reach the institute by the closing date.
3. The application received in the format other than the prescribed one will not be considered.
4. The institute will not be responsible for any kind of postal delay.
5. Application received after the last date or application and incomplete in any respect shall not be considered.
6. The institute shall verify the antecedents or documents at any time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.

7. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the institute reserves the right to modify/withdraw/cancel any communication including the offer of appointment letter.
8. Canvassing in any form will be treated as disqualification.
9. No interim correspondence shall be entertained.
10. The prescribed qualifications and experiences are minimum and mere possession of the same will not entitle a candidate to be called for the interview.
11. Short-listing of the applicants will be made on the basis of their academic qualification and experience, age limit etc.
12. Interview schedule will be communicated to the candidates through their respective e-mail/mobile as well as through post. No correspondence will be made with applicants who are not short-listed.
13. Institute reserves the right to relax the qualification/experience for deserving candidates.
14. No TA/DA will be paid for appearing the interview, unless it is mentioned specifically in the advertisement.
15. All applications are to be sent to the Registrar, IASST, West Boragaon, Garchuk, Guwahati-781035, Assam by Regd. Post/ personal submission. Soft copy may be sent to the **registrar@iasst.gov.in**.

**Registrar, IASST**

## FORMAT OF APPLICATION

1. Advertisement No.:
2. Post applied for:
3. Name of the applicant (in block letters):
4. Father's/Husband's Name:
5. Date of Birth (DD/MM/YYYY):
6. Age as on the last date of application:
7. Postal Address:
8. Permanent Address:
9. Nationality:
10. Email: Tel/Mobile:
11. Whether belong to SC/ST/PH/OBC: (If yes, attach certificate):
12. Educational Qualification:

Affix  
a  
passport size  
photograph

Name of Exam	Year of Passing	Board/University	Division	Total marks obtained and Percentage	Subjects
10					
10+2					
B.Sc					
M.Sc					
B. Tech					
M.Tech					
Others					

13. Motivation to work in this area (Maximum of 200 words) - Optional:

14. Professional training undergone, if any and details thereof:

15. Brief details of the project done in final semester of M.Sc./M.Tech on the subject of specialization (Maximum 200 words):

16. Any other relevant information that you may like to furnish:

### **Declaration**

I declare that the above information are true and correct to the best of my knowledge and belief.

Date:

Signature of the applicant

Place:

(Name in full)