

# INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY

An Autonomous Institute under Department of Science and Technology  
Govt. of India, PaschimBoragaon, Garchuk, Guwahati-781035

## **Recruitment Notice** (For IASST website Publication)

Advt. No. 253

Date: 18/09/2020

Institute of Advanced Study in Science & Technology(IASST), Guwahati, Assam is an autonomous R&D Institute under Department of Science & Technology, Govt. of India set up to undertake advanced research in the field of Basic & Applied Sciences and Technology in the N.E. Region. The Institute intends to fill the following posts on direct recruitment basis:

Sl. No.	Name of the Post	No. Of Post	Pay Level	Essential Qualifications & Experience	Age
1	<b>Assistant Grade – I</b> (Administration/ Accounts)  <b>Job description:</b> <b>For Administration:</b> Maintenance of files, putting up cases to supervisors, Dealing with attendance, leave, LTC, bonus, grant of incentives, probation period, keeping office record, telephone bills, typing work. In addition to the above, any official duties assigned by the Section Officer from time to time.  <b>For Accounts:</b> Preparation of CVs, cheques, drafts, vouching of bills, writing cash books, ledgers, typing work. Stores: Receipt /Issue of stores, maintenance of purchase files, docketing of papers, assist in physical verification of stocks, typing work. In addition to the above, any official duties assigned by the Section Officer from	2	Pay Level 4 Scale of Pay: Rs.25,500/- to Rs.81,100/- plus other admissible allowances.	<b><u>Assistant – I</u></b> <b><u>(Administration):</u></b> <b>Qualification:</b> Graduate in Arts /Science/Commerce from any recognized institute/University having knowledge of computer application. <b>Experiences:</b> Minimum 3 years' experience in the relevant field including noting, drafting etc. in any Central/State Govt. Organisations/ PSUs/ University/ Research Institutions or Central/State Autonomous Bodies/other recognised Institutions of repute.  <b><u>Assistant – I (Accounts):</u></b> <b>Qualification:</b> Graduate in commerce from a recognized Institute / University  <b>Experiences:</b> Minimum 3 years' experience in the relevant field including proven knowledge of operation of Accounts, and in required Software is mandatory. Conversant with	<b>Maximum age limit:</b> 30 years as on the closing date of receipt of the applications.  Age relaxation is applicable as per GoI Orders for different categories as issued from time to time. The upper age limit in respect of persons employed on contractual appointment at IASST will not be applicable provided they fulfil upper age requirement at time of their initial appointment on contract

	time to time.			<p>Central government rules and experience in finance &amp; accounts, operation of Tally software, management of PFMS etc., along with computer and data entry operations in reputed National Institutes.</p> <p><b>Desirable for both the positions:</b> Having work experience in any Govt. Organization with proven knowledge of working in computerized environment. Capability of reading, writing and speaking of State language.</p>	
2	<p><b>Technical Assistant</b></p> <p><b>Job description:</b></p> <p>Maintenance of logbook of instruments, stock of research materials, assist in conduct of experiments of routine nature, cleaning of equipment surface, autoclaving. In addition to the above any official duty assigned by the supervisor from time to time</p>	1	<p>Pay Level 6 Rs.35400 – Rs.112,400/- Plus other admissible allowances.</p>	<p>BSc/BCA/B. LIsc. or equivalent qualification with 55% marks in aggregate with 4 years relevant Experience.</p> <p><b>Or</b></p> <p>Diploma in Engineering with 55% marks with 3 years relevant experience</p> <p><b>Desirable</b> Capability of reading, writing and speaking of State language.</p>	<p><b>Maximum age limit:</b> 35 years as on the closing date of receipt of the applications.</p> <p>Age relaxation is applicable as per GoI Orders for different categories as issued from time to time. The upper age limit in respect of persons employed on contractual appointment at IASST will not be applicable provided they fulfil upper age requirement at time of their initial appointment on contract</p>
3	<b>Driver</b>	1	<p>Pay level 2 Rs19,900- 63,200/- plus other admissible allowances</p>	<p>10<sup>th</sup> pass with possession of Heavy vehicle driving license and knowledge of regular maintenance and troubleshooting.</p> <p><b>Experiences</b> At least 3 years experience of driving in reputed private/govt. organization (Bus &amp; Car)</p>	<p><b>Maximum age limit:</b> 30 years as on the closing date of receipt of the applications.</p> <p>Age relaxation is applicable as per GoI Orders for different categories</p>

				<b>Desirable</b> Capability of reading, writing and speaking of State language, familiarity with Guwahati city road and its traffic rules, Good verbal communication skill, Proficiency in using GPS services	as issued from time to time. The upper age limit in respect of persons employed on contractual appointment at IASST will not be applicable provided they fulfil upper age requirement at time of their initial appointment on contract
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**Important Terms and conditions:** Selected candidate shall be put under probation for a period of two years from the date of joining and will be allowed to continue thereafter only after evaluation of his/her performance to be satisfactory and acceptable by the competent authority.

**Important Dates:**

Date & time of commencement of Online Applications: 21.09.2020 from 10.00 AM

Last date & time of Online Application: 12.10.2020 up to 5.00 PM

Last date for receipt of print copy of online applications along with relevant documents and application fees: 26.10.2020 up to 5:00 p.m.

For on line application submission and other details please visit the IASST, Guwahati official Website: [www.iasst.gov.in](http://www.iasst.gov.in)

Email ID: registrar@iasst.gov.in

Phone No. Office: 0361-2270095

Registrar,  
IASST, Guwahati

**General Instructions to the applicants**

1. Only Indian Nationals can apply for the posts.
2. Applicants should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the Advertisement before applying for the post.
3. The maximum age limit and eligibility conditions shall be reckoned for the post(s) as on the last date of submission of online applications fixed.
4. Candidates must apply online on prescribed application form at IASST Website along with on line submission of all scan copies of the educational certificates, experience certificate etc.
5. An Application Fee of Rs 500/- (Rupees five hundred) only has to be paid through bank draft/bankers cheque drawn in favour of "Director IASST" payable at Guwahati. The fee once paid will not be refunded or re-adjusted under any circumstances. No fee is required for SC/ST, PWD category of candidate. Candidate after submission of the

online Application along with scan copies of all required certificate/testimonials/documents a PDF will be generated with the completed form. Applicants are required to print hardcopy of application form sign and send the same along with all self-attested relevant supporting documents and application fee within the prescribed date to the Registrar, IASST, Guwahati-35.

6. Application once submitted cannot be altered under any circumstances. However, if the candidate wishes to reapply by paying necessary fee again he/she may do so within the last date of submission of application. Further, no request with respect to making changes in any data/particulars entered by the candidate in the online application shall be entertained once the application is submitted successfully. Therefore, please keep all data/details ready before you start filling up the online application.
7. Before submission of the online form the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be summarily rejected at any stage of recruitment process or during the service period.
8. Incomplete applications and those without relevant supporting documents (self-attested copies of Date of birth/Degrees/Certificates/Mark sheets/Experience Certificates/caste certificates, and other required Documents, etc.) shall be summarily rejected. Hard copies of the applications submitted without applying online will not be accepted.
9. Only short listed candidates will be called for written test/skill test/ interview. Mere fulfilment of minimum qualifications and experience does not entitle any candidate to receive call letter.
10. The applicant serving in Govt./Semi-Govt./PSUs/Autonomous organization must submit their application through proper channel /submit No Objection certificate. Such candidate may submit an advance copy of their applications online but their candidature shall only be considered if the applicants submit their NOC/receive proper channel application within 10 days after closing date of online applications.
11. No TA and accommodation shall be provided for attending the written test/skill test/interview
12. The Institute reserves the right to hold a written test/skill test for selection of candidate(s) for the advertised post(s).
13. Candidates are advised to visit the Website: [www.iasst.gov.in](http://www.iasst.gov.in) regularly to update themselves. Only e-mail communication will be sent for calling for interview. No separate call letter will be sent.
14. A Candidate's admission to the Written Test/Skill test (if conducted by the Institute)/or called for interview, and subsequent process is strictly provisional. Mere fact that the call letter(s)/has been issued to the candidate does not imply that his/her candidature has been finally cleared by the institute. The IASST, Guwahati would have right to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfil the eligibility criteria and/or that he/she has furnished any incorrect/false information/Certificate/documents or has suppressed any material fact(s). If any of these shortcomings is/are detected after appointment in the IASST, Guwahati, their services are liable to be summarily terminated.
15. The institute reserves the right to:
  - (a) Withdraw the advertisement either partly or wholly at any time without assigning any reason thereof.

- (b) Fill or not to fill up some or all the posts advertised for any reasons whatsoever.
  - (c) Increase/Decrease the number of posts without giving any reason thereof.
  - (d) Any addition/deletion and changes in matter of terms and conditions given in this notification of recruitment
  - (e) Hold written test, Skill/Trade test, Presentation and/or Interview for selection, whenever circumstances so warrant.
  - (f) To frame the criteria rules by the committee while short listing.
- 16.**Intimations will be sent only by E-mail as per the details mentioned in the Application form/advertisement.
  - 17.**In case of any corrigendum/addendum pertaining to this Advertisement, the same shall be published in the Institute's Website only. Accordingly, all applicants in their own interests are advised to regularly visit the Institute's Website.
  - 18.**Guidelines relating to recruitment rules shall be followed as per IASST Recruitment Rule as amended from time to time.
  - 19.**After joining the service of the Institute, the persons will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time. He / She may be assigned any duty within or outside the Institute depending upon the exigency of the work.
  - 20.**Candidates' who have obtained degrees/diplomas/certificates for various courses from any Institution declared fake / derecognized by the UGC/AICTE/PCI shall not be eligible for being considered for recruitment to the post advertised.
  - 21.**In case any dispute arises on account of interpretation of clauses in any version of this Advertisement other than English, the English version available on the IASST, Guwahati Website shall prevail.
  - 22.**Any dispute arising out of this Advertisement shall be subject to the sole jurisdiction of the Courts situated at Guwahati only.
  - 23.**Canvassing in any form will lead to disqualification of the candidature.
  - 24.**Relaxation Age Limit shall be as per the Govt. of India rules for different categories.
  - 25.**Candidates shall have to produce original Testimonials while coming for the interview if called for failing which she/he will not be allowed to attend the Interview.
  - 26.**The Institute will NOT be responsible for non-receipt of hard copies of the application(s) within stipulated period due to any postal delay/loss of application/document sent in transit. Late receipt of applications shall not be considered.
- The print out of the ONLINE completed and duly signed application along with prescribed fee paid and all relevant educational and experience certificates duly self-attested must reach the Institute on or before **26.10.2020 05.00 PM** by Speed Post/Courier. The envelope containing complete application, should be super-scribed as "Application for the post of \_\_\_\_\_" and must be sent to "The Registrar, IASST, Vigyan Path, Paschim Boragaon, P.O. – Garchuk, Guwahati – 781035, Assam.

Registrar, IASST