



**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**

**Recruitment**

Advt. No-178

Date:07/03/2019

Applications are invited for recruitment in the following positions at the Institute of Advanced Study in Science and Technology (IASST) Garchuk, Guwahati (Assam). Eligible and interested candidates may submit the applications in the prescribed format for consideration on or before 16<sup>th</sup> April, 2019.

**1. Name of the post:** Deputy Registrar (Academic)

(One position, open, contractual, but in near future an equivalent regular position is likely to be in place)

**Pay: Rs 75,824.00 (Rupees seventy-five thousand eight hundred twenty-four) only, p.m. (consolidated). No other allowance is admissible.**

**Nature of Post:** Administration of R &D activities.

**Minimum Essential Qualification and Experience:**

Master's degree in any branch of Science with a minimum of 55% marks or equivalent grade point average followed by a Ph.D degree in science disciplines with experience in relevant field for five years after Ph.D thesis submission in an academic Institution/University of repute with demonstrated ability to administer and supervise management of academic, R&D and other related activities.

**Desirable:**

Candidate should have leadership qualities and requisite experience in administrative matters including legal, recruitment, establishment, academic matters such as conduct of examination, maintenance of students records, award of scholarships, degree, etc., procurement/distribution of material, import procedure, stores accounting, stock verification, etc. with practical experience of using relevant software in the related area. It is also desirable that the candidate possesses considerable working experience at higher level in Enterprise Resource Planning enabled areas such as planning, purchasing, inventory, finance and human resources and have professional experience of working in academic as well as general administration in university or institutes of higher learning and research.

**Duties and responsibilities of the post:**

The selected candidate will look after and supervise the work of academic cell in respect of Ph.D. programme, management of grants of research scholars, PDF and other academic program scholars, admission to Ph.D. programmes, selection of summer trainees of post graduate students, hold academic committee meetings and doctoral committee meetings, act as the custodian of all records of the activities of the academic programmes, management of placement cell for scholars/trainees etc. and other duties bestowed upon from time to time. The incumbent may also perform any administrative duties when assigned for.

**Age:** Age limit 40 years on the last date of submission of application. Age relaxation applicable for SC/ST/ Woman candidate as per Govt. rule and for exceptionally brilliant and deserving candidate to be judged by the screening and the selection committees.

**2. Name of the post:** Network and System Administrator.

(One position, Contractual, but in near future an equivalent regular position is likely to be in place).

**Pay: Rs 62,832.00 (Rupees sixty-two thousand eight hundred thirty-two only) p.m. (consolidated). No other allowance is admissible.**

**Qualification and Experience:**

**Essential:** B.E. /B.Tech /M.Sc in Computer Science/Information Technology or MCA with a minimum of 55% mark or equivalent grade point average, along with graduation in Computer Science or Computer application with very good academic records and having at least 5 years of service experience of working as System Administrator in any reputed institution/university.

**Desirable:**

It is desirable that the candidate possesses considerable working experience in managing network switches, routers and firewalls; administering and monitoring of LAN, wireless infrastructure, IP camera, IP phone system, storage and server independently; managing and analysis of security logs and threats and taking counter measures; data centre monitoring and maintenance; directory services, windows server 12/16/19 and virtual server environment (like VMware) website maintenance and content upgradation. Candidate having working experience with e-governance will be preferred.

Working knowledge in cloud environment, managing and maintenance of VPN services, administration and working knowledge in Linux server, mail server and FTP environment will be considered as an added qualification.

**Duties and responsibilities of the post:** The selected candidate will be responsible for planning, implementation and management of required IT resources for both scientific work as well as office automation of the institute. The candidate will perform routine system administration tasks such as OS installations, patching, backups, upgrades and system restarts for servers deployed for email, internet access, administration work flow management systems and asset management system, hardware/software trouble shooting, coordination with other departments/vendors for procurement, services, upgradation etc. and development of programs/scripts for various automation tasks. The institute scientists, research scholars and academic staff are to be supported fully in their web based information requirements.

**Age:** Age limit 35 years on the last date of submission of application. Age relaxation applicable for SC/ST/ Woman candidate as per Govt. rule and for exceptionally brilliant and deserving candidate to be judged by the screening and the selection committees.

#### **INSTRUCTION TO BE FOLLOWED WHILE SENDING APPLICATION:**

**Last date of submission of application:** 16<sup>th</sup> April, 2019 for both the positions.

**Application process:** Eligible candidates must apply ONLINE by submitting the online application along their curriculum vitae as per the prescribed format after going through the Institute's website ([www.iasst.gov.in/www.iasst.res.in](http://www.iasst.gov.in/www.iasst.res.in)). The scan documents of the self-attested copies of certificates and the proofs of academic attainment and experience may also be submitted. In case of difficulty in online submission of application, the soft copy of the application can be submitted through the email ID: [apprecpt@iasst.gov.in](mailto:apprecpt@iasst.gov.in), and the hard copy must be sent to the mailing address given below with copies of all testimonials, which must reach the institute on or before the last date i.e., 16<sup>th</sup> April, 2019. The envelope containing the hard copy of the application must be superscribed with "Application for the Post of .....against the Advt. no-.....dated....." (Please record the Advt. No.....as appeared in the website/newspaper). The institute will not be held responsible for any postal delay.

#### **Important Notes:**

1. Mere fulfilling of the minimum essential qualification and experience does not qualify the candidates to be called for the interview.

2. Only the short listed candidates will be informed individually for appearing in the interview. No uploading of the list of shortlisted candidates for interview will be made in website. Other terms and conditions will be applicable as per Institute rules.
3. Declaration by the candidate has to be made stating that if their employer does not provide “No Objection Certificate”, the candidate will resign from his present post/service, if selected.
4. The IASST authority reserves the right to relax any of the conditions of selection and appointment on the recommendation by the panel of experts to be constituted for the selection of the posts.
5. Only the selected candidates will be communicated both by email and with hard copy of the appointment letter after the selection process is duly completed.
6. The IASST reserves the right to defer or decide against filling up of any one or more of the aforesaid position(s) without assigning any reason thereof.
7. IASST follows Govt. of India norm with respect to reservation of post for different categories. However, these are open category positions.

**Mailing Address:**

The Registrar,

Institute of Advanced Study in Science and Technology (IASST),

Paschim Boragaon, Garchuk, Guwahati – 781035, Assam.

Email ID: [apprecpt@iasst.gov.in](mailto:apprecpt@iasst.gov.in)

Website: [www.iasst.gov.in](http://www.iasst.gov.in)

**Selection Process and Procedure of Interview:**

**Stage I: Submission of Application:**

1. Application must be submitted in the specified format as described above. **Candidates, who are regular employee in private/public/Govt. Institutions must submit application through proper channel or have to submit a “No Objection Certificate” from the current employer. However, candidates can submit an advance application so as to reach Registrar, IASST (as per mailing address) on or before the closing date i.e. 16th April 2019. In that case, the candidate has to produce the NOC at the time of interview.**

2. All self-attested testimonials pertaining to degree/diploma, age and reservation category (UR/SC/ST etc.) authentication certificates and other relevant documents must be submitted along with the application.

**Stage II: Shortlisting of candidates for Interview**

The process for shortlisting of candidates will consist of two tier scrutiny. Preliminarily scrutiny of applications on the advertised criteria will be carried out by a committee constituted for the purpose. Preliminary shortlisted applications shall further be scrutinized by an expert committee who will shortlist the applicants to a desired number to be called for final interview after examining their profile.

**Stage III: Interview**

1. The short listed candidates will be called for interview in due course of time to be held in the institute.
2. TA/DA will NOT be provided for attending the interview.

Registrar, IASST