

Annexure –‘A’

INDIAN INSTITUTE OF ADVANCED STUDY Rashtrapati Nivas, Shimla - 171 005

ADVERTISEMENT NO. _____/2014

Applications are invited in the prescribed format from the bonafide citizens of India for the following posts:

Sr. No.	Name of the Posts	Pay Scale	Categories-wise No. of Posts				
			UR	SC	ST	OBC	Total
1.	Stenographer	Rs.9300-34,800+4200 Grade Pay	-	01	-	-	01
2.	Assistant	Rs.9300-34,800+4200 Grade Pay	-	-	-	01	01
3.	Professional Assistant	Rs.9300-34,800+4200 Grade Pay	-	-	-	01	01
4.	Lower Division Clerk (LDC)	Rs.5200-20,200+1900 Grade Pay	-	02	-	-	02
5.	Multi-Tasking Staff (Non-Technical)	Rs.5200-20,200+1800 Grade Pay	05	01	-	02	08

IMPORTANT GENERAL INSTRUCTIONS:

- (a) The Posts are temporary but likely to continue and carries DA and CA/SCA at Central Government rates stationed at Shimla. Selected incumbent will be on probation for a period of two years and will be governed by the New Pension Scheme (NPS).
- (b) The filled in application form (available on our website: www.iias.org) complete in all respects along with the required documents should be addressed to the Secretary, Indian Institute of Advanced Study, Rashtrapati Nivas, Shimla – 171 005 (Himachal Pradesh). The applications along with Demand Drafts should reach within **21 days from the date of advertisement in the Employment News.**
- (c) Candidates already in service must apply through proper channel.

- (d) The applications should also be accompanied by Bank Draft/Demand Draft of Rs.500/- for General Category candidates and Rs.300/- for candidates belonging to reserved categories drawn on any nationalized bank payable at Shimla in favour of ***The Secretary, IIAS, Shimla. The Female candidate is exempted from the application fee as per Govt. of India rules.***
- (e) Candidates are requested to submit attested copies of educational qualification(s), experience and certificate in support of (SC/ST/OBC) along with the application.
- (f) Candidates who apply for more than one posts, will have to apply separately for each post and separate *Demand Draft* is required for each application. Applications without Demand Draft will not be entertained.
- (g) One envelope should contain one application only. The envelope must be superscribed as ***“Application for the Post of _____ (Name of the Post applied).***
- (h) The number of vacancies mentioned above is provisional. The Institute reserves the right to increase/decrease the number of vacancies, if necessary.
- (i) The Institute reserves the right to modify/alter/restrict/cancel the recruitment process, if need so arises, without issuing further notice or assigning any reason thereof.
- (j) The Institute reserves the right to short-list the candidates based on qualifications, experience and suitability followed by written/skill test and interview, if required.
- (k) Relaxation in age for reserved categories is applicable as per Govt. of India rules.

QUALIFICATION & EXPERIENCE:

	Name of the Post	Age	Qualification
1.	Stenographer	Between 18-28 Years (five years relaxation as per Govt. of India rules.)	Bachelor's Degree from a recognized Indian University with a minimum shorthand and typing (on computer) speed of 100 and 40 w.p.m. respectively in English. Desirable: Knowledge of Hindi Shorthand and typing (on computer) with speed of 80 w.p.m. and 30

			w.p.m. respectively
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	Name of the Post	Age	Qualification
2.	Assistant	Between 18-28 Years (three years relaxation as per Govt. of India rules.)	Bachelor's degree from a recognized University with 5 years' experience in a Government/Semi-Government organization or a Public Sector Undertaking, dealing with establishment matters and accounts.

	Name of the Post	Age	Qualification
3.	Professional Assistant	Between 18-28 Years (three years relaxation as per Govt. of India rules.)	i) M.A./M.Sc./M.Com and B. Lib Science Or ii) B.A./B.Sc./B.Com. and B. Lib. Science with 4 years experience in the Library as a whole

	Name of the Post	Age	Qualification
4.	Lower Division Clerk (LDC)	Between 18-28 Years (five years relaxation as per Govt. of India rules.)	Matriculation or equivalent qualification from a recognized Board/University; should have a minimum typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer as per 6 th CPC..

	Name of the Post	Age and Qualifications
5.	Multi-Tasking Staff (Non- Technical)	<i>The details of educational qualifications and other terms and conditions are as per Annexure – 'B'.</i>

INVALID APPLICATIONS:

Candidates are requested to read all instructions thoroughly before sending their applications. Otherwise, their applications are likely to be rejected on one or more of the following reasons:

- (i) Application received after the closing date of Employment Notice.
- (ii) Application without signatures (or) signatures done in capital letters (or) different type of signatures at different places of the application.
- (iii) Copies of attested requisite certificates not enclosed.
- (iv) Application without attested colour photograph.
- (v) Incomplete application.
- (vi) Category/post not filled up or incorrectly filled.
- (vii) Application filled in a language other than Hindi/English.
- (viii) Application addressed to wrong addressee.

NOTE: PLEASE SEE PAGE NO.5 & 6 FOR APPLICATION FORM.

“APPLICATION FORM FOR THE POST OF _____”

(To be filled in by the candidate)

- 1. Name of the candidate :
(in Block letters)
- 2. Father’s Name :
- 3. Permanent address :
- 4. Address for correspondence :
- 5. Contact Details (Tel/Mobile/e-mail) :
- 6. (i) Date of Birth (as entered in the Matriculation or Equivalent Examination certificate) : DD MM YY
- (ii) Age as on 01.02.2014 : Years Months Days
- 7. Category (SC/ST/OBC/Gen.) :
- 8. Nationality :
- 9. Sex (Male/Female) :
- 10. Marital Status :
- 11. Educational Qualification :

Latest passport size photograph duly attested by Gazetted Officer

Matric and onwards ---

Exam Passed	Name of Board/University	Year of Passing	Total Marks	Marks obtained	%age

12. Experience, if any :

Sr. No.	Designation	Department	Nature of Work	Period From – to	
1.					
2.					
3.					
4.					
5.					

13. Whether the candidate is already in Govt. Service. : Yes/No

14. Details of application fee : Demand Draft No. _____
Date: _____
Amount: _____

“DECLARATION BY THE CANDIDATE”

I solemnly declare that the particular(s)/information(s) given by me in column No.1 to 14 above are true and correct to the best of my knowledge and nothing has been concealed therefrom. I further undertake that in the event of any of the particular(s)/information(s) given above is/are found to be incorrect/false at any stage, my candidature/appointment if so made be treated as cancelled/terminated and I shall not claim anything on the basis thereof.

Date: _____

(Signature of the Candidate)

Place: _____
