



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. 393

Date: 20.02.2023

Applications are invited for engagement in the following position 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 14.03.2023.

Name of the post: Consultant (Academic Affairs)-1 position

Pay: Consolidated pay of Rs. 65,000.00 (Rupees sixty-five thousand) to Rs. 80,000.00 (Rupees eighty thousand).

Period of Engagement: Initially for 11 months. May be extended based on requirement.

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 5 years after the Ph.D award or, 6 years' experience from the date of Ph. D thesis submission which has to be certified from the competent authority of the University.

Desirable:

Candidate should have leadership qualities and requisite experience in administrative and academic matters including recruitment, establishment, conduct of examinations, maintenance of students records, award of scholarships, degree, etc., procurement/distribution of material, import procedure, stores accounting, stock verification, etc. with practical experience in the related area. It is also desirable that the candidate possesses 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 the 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 62 years on the last date of submission of application. Age relaxation applicable for SC/ST/ Woman candidate as per Govt. rule. Retired employees may also apply.

INSTRUCTION TO BE FOLLOWED WHILE SENDING APPLICATION:

Last date of submission of application: 14.03.2023

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). 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. 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. The candidate must have to produce the "No Objection Certificate", (NOC) before the interview. Otherwise their candidature will not be considered.
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 the aforesaid position without assigning any reason thereof.
7. IASST follows Govt. of India norm with respect to reservation of post for different categories. However, this is an open category position.
8. Original documents have to be brought at the time of interview.
9. This is a contractual position.

Mailing Address:

The Registrar,
Institute of Advanced Study in Science and Technology (IASST),
PaschimBoragaon, Garchuk, Guwahati – 781035, Assam.
Email ID: apprecpt@iasst.gov.in
Website: 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. 14.03.2023. 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

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