



ಮಾನವಸಂಪನ್ಮೂಲವಿಭಾಗ/मानवसंसाधनअनुभाग/HUMAN RESOURCES SECTION
ಭಾರತೀಯವಿಜ್ಞಾನಸಂಸ್ಥೆ/भारतीयविज्ञानसंस्थान/INDIAN INSTITUTE OF SCIENCE
ಬೆಂಗಳೂರು/ಬೆಂಗಳೂರು/BANGALORE – 560012
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Advertisement No.R(HR)/308-2/2023 dated 23 December 2023

Indian Institute of Science, a Centrally Funded Technical Institute under the Ministry of Education, Government of India, has completed more than a century of major contributions to the nation, put in place new infrastructure (buildings & equipment), several new interdisciplinary programs, and a brilliant faculty and has embarked on the mission to become a world leader in advanced education and research.

The Institute is seeking applications from individuals for the following post, to be filled on Direct Recruitment:

Sl.No	Name of the post	No. of vacancies	Age Limit (as on the last date of Advertisement)	Pay scale
01.	Deputy Registrar	01 (UR)	50 years	PB - 3 (15,600 - 39,100) with Grade Pay of 7600/- (Level-12 in 7th CPC)

Essential Educational Qualification

A post graduate degree with at least 55% marks or its equivalent.

Desirable Educational qualification

Professional qualification in area of Management / Law.

Essential Experience

5 years of administrative experience in PB-3 with a Grade Pay of 5400/-(Level 10 in 7th CPC) or its equivalent grade in Government/ PSU/Government Research Establishments/ Universities / Statutory Organizations.

Desirable Experience

- Experience in handling Administrative / Legal / Finance / Stores & Purchase / Establishments matters.
- Working experience in ERP enabled work environment in Administration and Finance.

Method of Selection

Selection for the post of Deputy Registrar will be made on the basis of written test followed by group discussion and interview. However, the selection will be solely based on the interview.

The Written Test will be a computer based MCQ test. The scheme of examination and syllabus is at Annexure I.

Fees:

Candidates belonging to SC/ST, PWD, Ex-servicemen, Transgender and women shall pay a processing fee of Rs. 50/-. Other candidates shall pay an application fee of Rs. 450/- and a processing fee of Rs. 50/-. Fees once paid is Non-refundable.

Terms and conditions

1. The post of Dy. Registrar is also suitable for Persons with Disability viz. Orthopedically Handicapped/Locomotor disability/Cerebral Palsy with One Leg Affected (Right or Left) (OL) or One Arm Affected (Right or Left) (OA) or Blind(B) or Low vision (LV) and Hearing Impaired.
2. The Persons with Disability (PwD) shall be required to submit the Disability/Medical certificate in the proforma prescribed and issued by the competent medical authorities.
3. Relaxation in age is applicable to PwBD candidates and Ex- Servicemen as per Govt of India norms as applicable to the Institute.
4. The candidate must be a citizen of India.
5. The posts are on regular basis with a probation period of 2 years.
6. As per the Cadre & Recruitment rules of the Institute, wherever direct recruitment is provided as a method of recruitment, the posts can also be filled by deputation or on contract, at the discretion of the Director.
7. Candidates have to apply online only. Incomplete applications in any respect will not be considered. No further correspondence will be entertained in this regard. Physical application will not be considered.
8. All the details filled in the online application will be treated as final and no changes shall be entertained thereafter and same will be taken into consideration for the whole recruitment process. Uploaded documents to be clear and visible.
9. Certificate(s) in support of experience(s) should be as per the format attached. It should be on the employer's organization's letter head bearing the date of issue.
10. Candidates, who have submitted experience certificates from PSU / Autonomous bodies having different pay scales, should mandatorily submit equivalence certificate for consideration of their experience. Else, experience would not be considered.
11. Candidates who are awarded gradations under CGPA/GPA system in respect of Master's Degree need to submit correct percentage of marks obtained as per the University/Institute guidelines for conversion of CGPA/GPA to appropriate percentage.
12. The prescribed qualifications and experience are the minimum required and the mere fact that a candidate possesses the same will not entitle him/her for being called for an interview. The Institute reserves the right to restrict the no. of candidates admitted for group discussion/ interview to a reasonable number.
13. All Candidates should obtain NOC from the present employer and upload online. However, application without NOC will also be considered provided the candidate uploads a duly signed undertaking that the NOC will be submitted at the time of Interview.
14. Applications should be submitted well in advance, without waiting until the last date.
15. Decision of the Institute in all matters relating to the eligibility of the candidate and aptitude test/Group discussion would be final and binding on all the candidates.
16. Candidates will have to appear for the written test at their own cost.
17. The Institute reserves the right to reject any application without assigning any reason. The Institute also reserves the right to cancel the advertisement/ recruitment at any stage due to any administrative reason. No correspondence will be entertained in this regard.
18. Call letters to attend the interview will be sent only to the short-listed candidates by email. Candidates are required to check their registered email frequently. No correspondence will be made with applicants who are not short-listed/not called for interview.
19. The institute reserves the right to conduct the interview online or in-person. Out station candidates called for interview and found eligible will be paid railway fare in 2ndA/C from the place of duty/residence to Bengaluru and back by shortest route on production of tickets.
20. The appointment of the selected candidates will be subject to their being found medically fit as per the requirements of the Institute.
21. During the period of service, every employee shall observe, obey and abide by the Scheme, Regulations and Byelaws (SRB), Administrative Manuals, other statutory documents, CCS (Conduct) Rules and CCS (CCA) Rules etc.
22. The selected candidate will be covered under the New Contributory Pension Scheme as notified by the Government of India; Ministry of Finance vide Gazette notification F.No.5/7/2003-ECB & PR dated 22nd December 2003. However, candidate, who entered into Central Govt. service or in the service of an Autonomous Body set up by Central Govt. (satisfying the conditions laid down in

Para – 4 of O.M. dated 29.08.1984) on or before 31.12.2003 and who was governed by Central Civil Service (Pension) Rules, 1972, will continue to be governed by the provisions of CCS(Pension) Rules, 1972, if, such candidate submits technical resignation on or after 01.01.2004 under the provisions of the DP&&AR's O.M. No.28/10/84-PU dated 29.08.1984.

23. The Institute reserves the right to verify the antecedents or documents submitted by the candidate at any time during the service. In case it is found that the documents submitted by the candidate are not genuine, then his/her services shall be terminated, and disciplinary/criminal proceedings will be initiated.
24. The details filled-in by the applicants in the application form will be duly verified before publishing the results. If the candidates fail to provide the authentic proof for the details filled-in by them, their candidature will be summarily forfeited.
25. Any dispute with regard to the selection process will be subject to Honourable Court/Tribunal having jurisdiction over Bangalore.
26. In case of any ambiguity/dispute arises on account of interpretation between the English and other language versions of the notification, instructions detailed in the English version shall be final.
27. In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published on the Institute website only.
28. The recruitment portal will be open from **23/12/2023 to 12/01/2024 (11:55 p.m.) for submission of applications online.**

Interested individuals are requested to go through the Institute portal: <https://iisc.ac.in/careers/> and upload the certificates to support their claim for educational qualifications, age, community, disability, experience, NOC and others if any on or before **12/01/2024**.

REGISTRAR

Examination Pattern & Scheme of Examination

Section name	Marks per item	No. of items
Paper A		
Logical Reasoning	1 mark	15
Numerical Reasoning	1 mark	15
Verbal Reasoning	1 mark	10
General Awareness	1 mark	10
Proficiency test in Govt Rules	1 mark	45
SAP proficiency	1 mark	05
Total		100

Part A

1. Logical Reasoning

It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, Symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern - folding & un-folding, Figural Pattern-folding and completion, Indexing, Address matching, Date & City matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence & Other sub-topics, if any

2. Numerical Reasoning

The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit & Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & work, Basic algebraic identities of School Algebra, Elementary surds, Graphs of Linear Equations, Triangle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Square, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency Polygon, Bar diagram, Pie chart and any other question of Matriculation level.

3. Verbal Reasoning

Questions in this component will be designed to test the candidate's understanding and knowledge of English language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/detecting mis-spelt words, idioms & phrases, one word substitution, Improvement of sentences, active/passive voice of verbs, conversion into direct/indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, comprehension passage and any other English language questions at the level of Matriculation/Higher Secondary.

4. General awareness

Questions in this component will be aimed at testing the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current event and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring Countries especially pertaining History, Culture, Geography, Economic Scene, General Policy on higher education, Indian Constitution & Scientific Research and Others.

5. Proficiency test in Government Rules

Questions in this component will be aimed at testing the candidate's understanding of the various Government of India rules concerning FR/SR, GFR, Pension rules, Procurement/Materials management and store management, Income tax, GST, RTI, CCS CCA rules, CCS conduct rules etc.

6. SAP Proficiency

Questions in this component will be aimed at testing the candidate's ability to handle the various SAP software related functions including Human resource module, Finance module, Purchase module etc.