



ಭಾರತೀಯ ವಿಜ್ಞಾನ ಸಂಸ್ಥೆ, ಬೆಂಗಳೂರು

भारतीय विज्ञान संस्थान, बैंगलोर

Indian Institute of Science

Bangalore 560 012

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## **Notification for the positions of Administrative Assistant**

Advertisement No.R(HR)/Recruitment-1/2020

Date : 11.10.2020

**Number of positions:** 85 (UR-37, OBC-22, SC-13, ST-5, EWS-8) (Group 'C')

4 vacancies are reserved for persons with disability, one each for VH, HH, OH and Persons with autism, intellectual disability, specific learning disability and mental illness, multiple disabilities from amongst persons under clauses (a) to (d) including deaf, blindness.

**Educational Qualifications:** Bachelor's Degree with minimum 50% marks (including language papers) and knowledge of computer applications.

**Age Limit:** 26 Years as on 07.11.2020.

Age will be relaxed by 5 years for SC/ST, 3 years for OBC, 10 years for Persons with Disability and service+3 years for Ex-servicemen.

Cumulative age relaxation is allowed for candidates with benchmark disability and Ex-servicemen, along with age relaxation available for SC, ST and OBC, for the vacancy reserved for them.

A one-time relaxation is provided to the extent of their service, for the presently working Temporary/Projects staff at the Institute, who have completed three years of service at the Institute.

**Pay Matrix Level and Pay:** Level 3 -Basic Pay Rs.21700 (Cell 1) Plus allowances as per rates prevailing at the Institute.

### **Job Requirements:**

The selected candidate is required to discharge the responsibilities which is as described in the appendix.

### **Method of Selection:**

**Selection** – Based on Written Aptitude Test (80% weightage) and Academic performance (20% weightage) in bachelor's degree including language papers.

Weightage for academic performance will be calculated based on the percentage of marks provided by the candidates in the application. Wherever, the candidates have obtained grades in place of marks, candidates have to convert the grades into marks based on the conversion formula meant for their University/Institute and fill-in in the application form. The onus is on the candidate provide documentary evidence for the conversion formula at the time of certificate verification.

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

**Fees –**

For General and OBC candidates	-	Rs. 800/-
Women candidates and candidates belonging to SC, ST, PwD and Ex-servicemen	-	Rs. 400/-

Fees once paid is Non-refundable.

**Terms and conditions:**

1. The candidate must be a citizen of India.
2. The appointments are on regular basis with a probation period of 2 years, till the end of the last day of the month in which the appointee attains the age of superannuation.
3. Uploading and submission of Marks Cards & Certificates in support of Qualification (starting from Class 10<sup>th</sup> onwards), marks obtained by them in the essential qualification degree, Caste, Experience etc. is mandatory along with application form. Applications will be summarily rejected without these attachments. No further correspondence will be entertained in this regard
4. **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.**
5. All the employees appointed to Institute service on or after 01.01.2004 are covered under the New Pension Scheme (NPS).
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. 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.
7. Cumulative age relaxation is allowed for Temporary/Project staff working at the Indian Institute of Science, candidates with benchmark disabilities and Ex-servicemen, along with age relaxation available for SC, ST and OBC, for the vacancy reserved for them.

8. The prescribed qualifications are the minimum required and the mere fact that a candidate possesses the same will not entitle them for being called for a written test.
9. Candidates have to apply only through the IISc recruitment portal, online. Candidate should take a print-out of application submitted online and retain the same with them for future reference.
10. Candidates working in Government / PSU / Autonomous Bodies 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 verification of certificates.
11. Candidates should submit applications well in advance, without waiting until the last date.
12. Call letters to attend the written test will be sent only to the eligible candidates and only by e-mail. Candidates are required to check their registered mail frequently. No correspondence will be made with applicants who are not eligible for the written test.
13. 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.
14. Candidates will have to appear for written test at their own cost.
15. The Institute reserves the right to verify the antecedents and documents submitted by the candidate. In case it is found that the documents submitted by the candidate are not genuine, then the services shall be terminated after due process, and disciplinary/criminal proceedings will be initiated of such candidates even after appointment.
16. The recruitment portal will be open from **11.10.2020 to 07.11.2020** for submission of applications online.

Interested individuals are requested to go through the Institute website: <https://iisc.ac.in/positions-open> for the notification and other details.

**Last date for applying online: 07.11.2020**

Dated: 11.10.2020

REGISTRAR

Please visit our website <https://iisc.ac.in/positions-open> for Hindi and Kannada versions of the notification

## Examination pattern and scheme of examination

<b>Paper Level</b>	<b>10+2 Level</b>	
<b>Test Duration</b>	<b>1.30 Hrs of Paper</b>	
<b>Section name</b>	<b>Marks per item</b>	<b>No. of items</b>
<b>Paper</b>		
Quantitative ability	1 mark	16
Verbal ability	1 mark	16
Logical and Numerical Reasoning	1 mark	22
General Awareness	1 mark	16
Knowledge in Computer Applications	1 mark	10
<b>Total</b>		<b>80</b>

### **Logical & Numerical reasoning:**

It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualisation, 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 Visualisation, 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

### **Verbal ability:**

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

**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, Indian Constitution & Scientific Research and Others

**Knowledge in Computer Applications:**

The questions on basic computer knowledge will be from Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, Information Kiosks

**Quantitative Ability :**

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.