



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 Notice

Advt. No. 440

Date: 11.12.2023

Institute of Advanced Study in Science & Technology(IASST), Guwahati, Assam is an autonomous R&D Institute under Department of Science & Technology, Govt. of India set up to undertake advanced research in the field of Basic & Applied Sciences and Technology in the N.E. Region. The Institute intends to fill the following post on direct recruitment basis:

Sl. No.	Name of the Post	No. of Post	Pay Level	Essential Qualifications & Experience	Age
1	<p>Assistant Grade – I (Administration)</p> <p>Job description: Maintenance of files, putting up cases to supervisors, dealing with attendance, leave, LTC, bonus, grant of incentives, probation period, keeping office record, telephone bills, typing work. In addition to the above, any official duties assigned by the Section Officer from time to time.</p>	1 (UR)	<p>Pay Level 4 Scale of Pay: Rs.25,500/- to Rs.81,100/- plus other admissible allowances</p>	<p>Qualification: Graduate in Arts /Science/Commerce from any recognized institute/University having knowledge of computer application.</p> <p>Experience: Minimum 3 years' experience in the relevant field including noting, drafting etc. in any Central/State Govt. Organisations/ PSUs/ University/ Research Institutions or Central/State Autonomous Bodies/other recognised Institutions of repute.</p> <p>Desirable: Having work experience in any Govt. Organization with proven knowledge of working in computerized environment. Capability of reading, writing and speaking of State language.</p>	<p>Maximum age limit: 30 years as on the closing date of receipt of the applications.</p> <p>Age relaxation is applicable as per GoI Orders for different categories as issued from time to time. The upper age limit in respect of persons employed on contractual appointment at IASST will not be applicable provided they fulfil upper age requirement at time of their initial appointment on contract.</p>

Important Terms and Conditions: Selected candidate shall be under probation for a period of two years from the date of joining and will be allowed to continue thereafter only after evaluation of his/her performance to be satisfactory and acceptable by the competent authority.

For online application submission and other details please visit the IASST, Guwahati official website: www.iasst.gov.in

Important Dates:

Date & time of commencement of Online Applications: 12.12.2023 from 10.00 AM

Last date & time of Online Application: 01.01.2024 up to 5.00 PM

Last date for receipt of print copy of online applications along with relevant documents and application fees: 11.01.2024 up to 5:00 p.m.

Email ID: registrar@iasst.gov.in

Phone No. Office: 0361-2270095

For technical Support: 0361-2273081/2273082 (On working days from 9.00 AM – 5.30 PM)

Registrar,
IASST, Guwahati

General Instructions to the applicants

1. Only Indian Nationals can apply for the posts.
2. Applicants should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the Advertisement before applying for the post.
3. The maximum age limit and eligibility conditions shall be reckoned for the post(s) as on the last date of submission of online applications fixed.
4. Candidates must apply online on prescribed application form at IASST Website along with online submission of all scan copies of the educational certificates, experience certificate etc. After submission of the online application along with scan copies of all required certificate/testimonials/documents a PDF will be generated of the completed form. Applicants are required to print hardcopy of the application form, sign and send the same along with all self-attested relevant supporting documents and application fee within the prescribed date to the Registrar, IASST, Guwahati-35.
5. An Application Fee of Rs 500/- (Rupees five hundred) only has to be paid through online. The fee once paid will not be refunded or re-adjusted under any circumstances. No fee is required for SC/ST, PWD category of candidate.
6. Application once submitted cannot be altered under any circumstances. However, if the candidate wishes to reapply by paying necessary fee again he/she may do so within the last date of submission of application. Further, no request with respect to making changes in any data/particulars entered by the candidate in the online application shall be entertained once the application is submitted successfully. Therefore, please keep all data/details ready before you start filling up the online application.

7. Before submission of the online form the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process it is found that candidates have furnished false or wrong information, their candidature will be summarily rejected at any stage of recruitment process or during the service period.
8. Incomplete applications and those without relevant supporting documents (self-attested copies of Date of birth/Degree Certificates/Mark sheets/Experience Certificates/caste certificates, and other required Documents, etc.) shall be summarily rejected. Hard copies of the applications submitted without applying online will not be accepted.
9. Only short listed candidates will be called for written test. Mere fulfilment of minimum qualifications and experience does not entitle any candidate to receive call letter. Successful candidate in written will be called for computer skill test.
10. The applicant serving in Govt./Semi-Govt./PSUs/Autonomous organization must submit their application through proper channel or submit a No Objection certificate. Such candidate may submit an advance copy of their applications online but their candidature shall only be considered if the applicants submit their NOC/receive proper channel application within 10 days after closing date of online applications.
11. No TA and accommodation shall be provided for attending the written test.
12. Candidates are advised to visit the Website: www.iasst.gov.in regularly to update themselves. Only e-mail communication will be sent for calling for interview. No separate call letter will be sent.
13. A Candidate's admission to the written test and subsequent process is strictly provisional. Mere fact that the call letter(s)/has been issued to the candidate does not imply that his/her candidature has been finally cleared by the institute. IASST, Guwahati have right to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected that a candidate does not fulfil the eligibility criteria and/or that he/she has furnished any incorrect/false information/Certificate/documents or has suppressed any material fact(s). If any of these shortcomings is/are detected after appointment, their services are liable to be summarily terminated.
14. The institute reserves the right to:
 - (a) Withdraw the advertisement either partly or wholly at any time without assigning any reason thereof.
 - (b) Fill or not to fill up some or all the posts advertised for any reason whatsoever.
 - (c) Increase/Decrease the number of posts without giving any reason thereof.
 - (d) Any addition/deletion and changes in matter of terms and conditions given in this notification of recruitment
 - (e) Hold written test, Skill/Trade test, Presentation and/or Interview for selection, whenever circumstances so warrant.
 - (f) To frame the criteria rules by the committee while short listing.
15. Intimations will be sent only by E-mail as per the details mentioned in the Application form/advertisement.

16. In case of any corrigendum/addendum pertaining to this Advertisement, the same shall be published in the Institute's Website only. Accordingly, all applicants in their own interests are advised to regularly visit the Institute's Website.
17. After joining the service of the Institute, the persons will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time. He / She may be assigned any duty within or outside the Institute depending upon the exigency of the work.
18. Candidates' who have obtained degrees/diplomas/certificates for various courses from any Institution declared fake / derecognized by the UGC/AICTE/PCI shall not be eligible for being considered for recruitment to the post advertised.
19. In case any dispute arises on account of interpretation of clauses in any version of this Advertisement other than English, the English version available on the IASST, Guwahati Website shall prevail.
20. Any dispute arising out of this Advertisement shall be subject to the sole jurisdiction of the Courts situated at Guwahati only.
21. Canvassing in any form will lead to disqualification of the candidature.
22. Relaxation of age limit shall be as per Govt. of India rules for different categories of candidates.
23. Selected candidates shall have to produce original testimonials at the time of joining failing which candidature shall be cancelled.
24. The Institute will NOT be responsible for non-receipt of hard copies of the application within the stipulated date due to any postal delay/loss of application/document in transit. Late receipt of applications shall not be considered.

The print out of the ONLINE completed and duly signed application along with prescribed fee paid and all relevant educational and experience certificates duly self-attested must reach the Institute on or before **11.01.2024 05.00 PM** by Speed Post/Courier. The envelope containing complete application, should be superscribed as "Application for the post of _____" and must be sent to "The Registrar, IASST, Vigyan Path, Paschim Boragaon, P.O. – Garchuk, Guwahati – 781035, Assam.

Registrar, IASST

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