

Scientific & Technical Officer - C

Salary: Pay Level 10 (As per 7th CPC Pay Matrix) – Total Monthly Emolument Rs. 1,02,201/- *

No. of Post: One (Unreserved)

Age Limit: 35 years (Relaxation as per Govt. of India norms)

Qualification & Experience: Bachelor of Engineering / Masters in Science with two years of relevant work experience or M.E. with one year of relevant work experience. Experience in Government/ Public Sector/ Autonomous Body/ Large organization will be preferred.

Desirable: Ph.D.

Job Description & Responsibilities:

The candidate will be responsible for the Core Academic Programme related activities such as:

A) Work related to Students:

- a. Joint Entrance and Screening Test (JEST) & IUCAA's National Admission Test (INAT) – Coordinating Advertisements, Written Test, Interviews, preparing offer letters, Joining of Research Scholars, etc.
- b. Making arrangement for JEST written exam which includes getting the exam venues ready, scouting for invigilators, coordinating with the JEST coordinating institute, etc.
- c. Coordinating Introductory Summer School in Astronomy and Astrophysics & Vacation Students Programme.
- d. Managing progress reviews of students and associated record keeping.
- e. Liaison with Jawaharlal Nehru University regarding Ph.D. registrations, reporting academic progress of the students, submission of Ph.D. theses and arranging viva-voce examinations.
- f. Liaison with S.P. Pune University regarding joint M.Sc. programme.

B) Work related to Post-doctoral Fellows:

- a. Advertisements (via posters and online at www.aas.org)
- b. Collecting and collating data of applications received.
- c. Follow-up action after selection of Post-doctoral Fellows.
- d. Maintaining records of annual assessments

C) Work related to the Associateship programme:

- a. Advertisements
- b. Collecting and collating the applications received and initiating the selection process
- c. Informing the office of the Dean, Visitors Academic Programmes regarding Academic Programmes Committee decision on selection and extension of term of Associates

* Other benefits as Leave Travel Concession, New Pension Scheme, Medical Facility and Children Education allowance applicable to Central Government Employees from time to time.

D) Work related to IUCAA's Academic Programmes:

- a. Providing infrastructural support for Conferences/Workshops/Schools.
- b. Assisting Dean, Core Academic Programmes
- c. Assisting the Chairman, Teaching Programmes Committee (TPC)

Involvement in the following committees is an outcome of being entrusted with the above-mentioned work.

1. **Academic Programmes Committee (APC)** - Assisting the Dean, Core Academic Programmes in scheduling the APC meetings, keeping a record of the decisions taken, conveying the decisions taken to various functionaries in IUCAA, etc.
2. **Teaching Programmes Committee (TPC)** - Convener: assisting the Chairman, TPC.
3. **JNU-IUCAA Academic Committee (JIAC)** - in the capacity of a Non-member Secretary.

Last date of application: March 20, 2023