

Scientific & Technical Officer - 'C'

Pay Scale: Level-10 in the pay matrix (56,100 - 1,77,500) VII CPC

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 minimum 2-years of experience or M.E. with 1-year experience. Experience in Government/ Public Sector/ Autonomous Body/ Large organization will be preferred.

Job Description & Responsibilities:

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

A) *Work related to Students:*

- i) 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.
- ii) Making arrangement for JEST written exam which includes getting the exam venues ready, scouting for invigilators, coordinating with the JEST coordinating institute, etc.
- iii) Coordinating Introductory Summer School in Astronomy and Astrophysics & Vacation Students Programme.
- iv) Managing progress reviews of students and associated record keeping
- v) Liaison with Jawaharlal Nehru University regarding PhD registrations, reporting academic progress of the students, submission of PhD theses and arranging viva-voce examinations
- vi) Liaison with SP Pune University regarding joint MSc programme

B) *Work related to Post-doctoral Fellows:*

- i) Advertisements (via posters and online at www.aas.org)
- ii) Collecting and collating data of applications received.
- iii) Follow-up action after selection of Post-doctoral Fellows.
- iv) Maintaining records of annual assessments

C) *Work related to the Associateship programme:*

- i) Advertisements
- ii) Collecting and collating the applications received and initiating the selection process
- iii) Informing the office of the Dean, VAP regarding APC decision on selection and extension of term of Associates

D) Work related to IUCAA's Academic Programmes:

- i) Providing infrastructural support for Conferences/Workshops/Schools.
- ii) Assisting Dean, Core Academic Programmes
- iii) 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: February 15, 2021