



Indian Institute of Science Education and Research Thiruvananthapuram

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुवनंतपुरम

Maruthamala PO, Vithura, Thiruvananthapuram - 695551, Kerala, India.

Phone : 0471-2778031

Indian Institute of Science Education and Research Thiruvananthapuram invites online application from eligible candidates for the following non-teaching positions on regular basis

Advt. No: IISER(T)/HR/001/2025

Date: 14-09-2025

Name of the Post Junior Office Assistant (MS)

No of Vacancies 2 (UR)

Maximum Age Limit 33 Years

Pay Level in 7th CPC: 4

Essential qualification and experience

Bachelor's Degree with 50% in any discipline with excellent computer proficiency in Office Applications like Word, Excel, Power Point etc.

Experience: Employees with 4 years relevant experience in office environment with Bachelor's degree with 50% in any discipline with the excellent computer proficiency in Office Application like Word, Excel, PowerPoint etc.

Desireable qualification and experience

Work experience in a computerized office environment and in the functional areas of hospitality management/administration/finance & accounts/purchase & stores/legal and other general administrative areas in any central/state or similar organized services/semi-govt/PSUs/Autonomous Bodies/Universities/Institutes of National Importance etc.

Name of the Post Junior Assistant (MS)

No of Vacancies 3 (UR), 1 (OBC-NCL)

Maximum Age Limit 30 Years

Pay Level in 7th CPC: 3

Essential qualification and experience

Bachelor's Degree with 50% of marks in any discipline with excellent computer proficiency in Office Applications like Word, Excel, Power Point etc.

Experience: 3-years of relevant experience in office practices/hospitality and catering services.

Desireable qualification and experience

Certification in secretarial practice/office management or computer applications. Proficiency in MS Office (Word, Excel, PowerPoint) and Google Workspace. Prior experience in academic/research administration or at a university/college with good written and verbal communication skills, drafting, familiarity in purchase/finance processes and basic office accounting etc.

Name of the Post Junior Technical Assistant

No of Vacancies: 3 (UR)

SEESS: 1, SoP: 1 and Horticulture: 1.

Candidates having desirable qualification and experience may opt for the respective post.

Maximum Age Limit: 32 Years

Pay Level in 7th CPC: 5

Essential qualification and experience

Bachelor's Degree in Science/Technology/Engineering/Diploma in Engineering of 3 years' duration with at least 55% marks or equivalent.

OR

Employees with 3 years' relevant experience in a Laboratory/Academic/ Research/Establishment of National/ International repute in handling scientific equipment related to the laboratories of Biological Sciences/Veterinary Sciences/ Chemistry/Physics/Earth & Environmental Sciences/Computer Sciences/Electrical Engineering/Data Sciences/Chemical Engineering/Chemical Effluents treatment labs. Virtual classroom/Computer Networking and IT/E - Classroom/Audio Visual equipment/ CCTV Networking etc. Bachelor's Degree in Science/Technology/Engineering/Diploma in Engineering of 3 years' duration with at least 55% marks or equivalent

Desireable qualification and experience

SEESS (School of Earth Environmental & Sustainability Sciences) Prior experience working in teaching/research laboratories in the broad area of Atmospheric Sciences, Geology or Environmental Science/Engineering preferred. Experience in assisting with laboratory classes, student training, or research support is desirable. Hands-on experience on basic laboratory instrumentation (furnaces, spectrometers, geological microscopes, etc) is also desirable.

Familiarity with geology, hydrology, atmospheric chemistry, atmospheric chemistry, pollution control, waste management etc. are desirable. Alternatively, candidates with significant experience with geological field work will also be considered favorably. Additional desirable skill include ability to maintain inventory of consumables, chemicals, and glassware. Competence in maintaining laboratory records, logs, and safety compliance documents. Basic computer literacy (MS Office, data entry, inventory software). Willingness to learn new techniques and adapt to diverse lab requirements. Responsible attitude toward safety, equipment care, and ethical lab practices.

SoP (School of Physics): Prior experience in an academic or research institution handling scientific instruments related to Physics/Materials science research. Ability to carry out routine maintenance and minor repairs of electronic and research equipments commonly used in teaching and research laboratories (power supplies, oscilloscopes, signal generators, etc.) Familiarity with safety procedures, preventive maintenance practices, and troubleshooting of mechanical and electronic systems. Good communication skills: Ability to coordinate with faculty, staff, and students to support teaching and research laboratory activities effectively.

Horticulture: Bachelor's degree in Horticulture Science with experience in horticulture field

Name of the Post Lab Assistant

No of Vacancies: 4 (UR)

SoB: 1, SEESS: 1, CIF: 1 and IT: 1.

Candidates having desirable qualification and experience may opt for the respective post.

Maximum Age Limit 30 Years

Pay Level in 7th CPC: 3

Essential qualification and experience

B.Sc. (Physics/Chemistry/Earth & Environmental Sciences/Biological Sciences etc.) with 50% of marks from a recognized University/Institute.

OR

Employees with 3-years' service in handling Laboratory equipment and experiments with B.Sc. (Physics/Chemistry/Earth & Environmental Sciences/Biological Sciences etc.) with 50% of marks from a recognized University/Institute.

Desireable qualification and experience

SoB (School of Biology): Prior experience working in teaching/research laboratories preferred. Experience in assisting with laboratory classes, student training, or research support is desirable. Hands-on experience on basic laboratory instrumentation (centrifuge, spectrophotometer, microscopes, etc). Familiarity with basic molecular biology, cell biology, recombinant DNA techniques Ability to maintain inventory of consumables, chemicals, and glassware. Competence in maintaining laboratory records, logs, and safety compliance documents. Basic computer literacy (MS Office, data entry, inventory software). Willingness to learn new techniques and adapt to diverse lab requirements. Responsible attitude toward safety, equipment care, and ethical lab practices.

SEESS (School of Earth Environmental & Sustainability Sciences) Prior experience working in teaching/research laboratories in the broad area of Atmospheric Sciences, Geology or Environmental Science/Engineering preferred. Experience in assisting with laboratory classes, student training, or research support is desirable. Hands-on experience on basic laboratory instrumentation (furnaces, spectrometers, geological microscopes, etc) is also desirable. Familiarity with geology, hydrology, atmospheric chemistry, atmospheric chemistry, pollution control, waste management etc. are desirable. Alternatively, candidates with significant experience with geological field work will also be considered favorably. Additional desirable skill include ability to maintain inventory of consumables, chemicals, and glassware. Competence in maintaining laboratory records, logs, and safety compliance documents. Basic computer literacy (MS Office, data entry, inventory software).

Willingness to learn new techniques and adapt to diverse lab requirements. Responsible attitude toward safety, equipment care, and ethical lab practices.

CIF (Central Instrumentation Facility): Minimum one year hands-on experience in preparing samples and testing them using at least one of the high-end equipment e.g. NMR, XPS, SEM, XRD, HRMS, TEM, preferably in a Government lab, research/educational institute.- Experience in training students on these equipment, management of equipment e.g. preparing weekly/monthly reports, arranging servicing and repair of the equipment,

IT (Information Technology): Good experience in Linux system administration and HPC cluster management; Proficiency in scripting languages like Bash; Expertise with HPC-specific technologies such as parallel file systems (Lustre, GPFS), interconnects (InfiniBand), and workload managers (Slurm); Handling of servers and network devices; Strong communication, problem-solving, and performance tuning skills are also highly encouraged.

Name of the Post Nursing Assistant

No of Vacancies: 1 (UR)

Maximum Age Limit 33 Years

Pay Level in 7th CPC: 5

Essential qualification and experience

B.Sc. (Nursing) (4-year course) from a recognized Institute/University. Must be registered with the Indian Nursing Council/State Nursing Council

5 years' clinical experience in minimum 50 bedded hospital Organizations in Central Govt./State Govt./Recognized Private Hospitals /Nursing Homes /Pharmacies etc.

Name of the Post Attendant

No of Vacancies 3 (UR)

Animal House: 1, Electrical: 1 and Mechanical: 1

Candidates having desirable qualification and experience may opt for the respective post.

Maximum Age Limit 32 Years

Pay Level in 7th CPC: 1

Essential qualification and experience

Matriculation or three years Diploma from a recognized University/Institute in relevant field with all statutory license.

OR

3 years of relevant experience in a laboratory/Academic/Research/Establishments of National/International Repute in handling scientific equipment related to the laboratories of Biological Sciences/ Veterinary Sciences/Chemistry/Physics/ Earth & Environmental Sciences/ Computer Sciences/Electrical Engineering /Data Sciences/Chemical Engineering/ Chemical Effluents treatment labs, Virtual classroom/Computer Networking and IT/E-Classroom/Audio Visual equipment/ CCTV Networking/Cooking, catering/Driving etc. with Matriculation or three years Diploma from a recognized University/Institute in relevant field with all statutory license.

Desireable qualification and experience

Animal House: A diploma/certificate in Animal Husbandry, Veterinary Sciences, or Laboratory Animal Care is desirable. Prior experience in a laboratory animal facility, veterinary clinic Basic knowledge of handling small laboratory animals (mice, rats, rabbits, etc.). Familiarity with feeding, watering, and maintaining animal hygiene. Awareness of sterilization, cage cleaning, bedding management, and waste disposal procedures. Familiarity with animal breeding and record-keeping.

Electrical: ITI or equivalent pass from a recognized board or Institute as electrician & statutory license with 2 years of experience in working with National Level Institutions/Academics and/or Research Institutions.

Mechanical: Hands-on experience in operating and maintaining basic mechanical workshop equipment (e.g., lathes, milling machines, drilling, cutting, and welding tools). Familiarity with safety procedures, preventive maintenance practices, and troubleshooting of mechanical systems. Ability to coordinate with faculty, staff, and students to support teaching and workshop activities effectively. Prior experience in an academic or research institution in a similar role.

General Conditions & Instructions:

1. The applicants must be citizens of India.
2. The advertised posts are as per the Central Government pay scales in accordance with 7th CPC and carry usual allowances like DA, HRA, Transport Allowance, etc.
3. The advertised posts are covered under New Pension Scheme (NPS) of National Pension System with benefits like Medical Reimbursements, LTC, etc. as per the GoI norms.
4. Age relaxation shall be applicable as per the GoI norms.
5. The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates.
6. For institute employees there will be no upper age limit. However, at least a year of service has to remain on the last date of submission of the application till superannuation of the internal candidate.
7. The qualification, experience claimed and age limit prescribed will be reckoned as on the last date of receipt of application through online.
8. The prescribed Qualifications/Experience indicated are only minimum and mere possession of the same will not entitle the candidates to be called for further selection process. Where number of applications received in response to the advertisement is large, the Institute may be at the liberty to restrict the number of candidates to be called for further selection process to a reasonable limit on the basis of qualifications and experience in the Government sector and/or higher than the minimum prescribed in the advertisement. The applicants should, therefore, furnish and upload details of all qualifications and experience. Self-attested copies of the same should be sent by post with in the due date.
9. The experience certificate should be provided in the organization letter head and should clearly mention the post held, nature of job, period of employment and pay scale/level. The experience certificate should bear the date, signature, name and the seal of the issuing authority.
10. The equivalent pay, wherever claimed, will be calculated as the sum of initial pay in Cell 1 of the respective pay level, as per 7th CPC pay scale or as per the minimum pay of the respective pay scale of the Central Government relevant to the period of experience claimed. Necessary equivalency pay level certificate issued by the present employer is required to be submitted by the candidate, in case of such a claim of equivalency in the pay level.
11. Candidates are required to disclose the information if any, on penalty/punishment was awarded to them / or inquiry is going on against them in the application.

12. Persons with Disabilities (PwDs) must submit the relevant Disability Certificate as prescribed under PwD Act 1995 and subsequent 'The Persons with Disabilities Act, 2016.'
13. The application must be submitted online along with documents of proof of educational qualification and experience as per the instructions given in the application portal. Incomplete applications and applications not supported by relevant documents will be summarily rejected. The online application with attachments will be considered for further processing only, if the hard copies of the same are submitted before the last date for submission of hard copy application.
14. Candidates working in Government/Semi-Government/Autonomous organizations/ PSUs of State/Centre should apply through proper channel and upload the No Objection Certificate (NOC) & Vigilance Clearance Certificate issued by the current employer. However, the candidates can submit the hardcopy of the online application with all uploaded documents as an advance copy. The NOC and Vigilance certificates should be submitted at the time of Written Test and/or Interview, failing which the candidature will not be considered for participating in the selection process.
15. As an institution of national importance, IISER TVM strives for inclusive and equitable opportunities for all Indian citizens. Hence, candidates from all over the country are encouraged to apply. Female candidates are especially encouraged to apply, as the institution pushes for gender diversity at all levels.
16. Application fee of Rs.500/- is to be paid through online only. Application fee once remitted will not be reimbursed. However, fee is exempted for the SC/ST, PwD, Women and Ex-Service Men candidates and the proof of the same should be uploaded along with the application in the online portal.
17. Applications incomplete in any respect and/or not accompanied by relevant certificates/ documents/photograph/application fee/late application will be summarily rejected.
18. If it is found at any stage that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated on that ground.
19. The institute reserves the right to fill or not to fill any vacancy/vacancies advertised without assigning reasons thereof. The decision of the competent authority in all matters relating to acceptance or rejection of any application(s), fixing the criteria for screening of applications, equivalence of qualifications and equivalence of pay level will be final and binding on the candidates.
20. Canvassing in any form and/or bringing any influence will be treated as a disqualification.
21. List of shortlisted candidates for written test and/or interview will be published in the Institute's website. The successful candidates will be communicated through e-mail as well. No other written communication will be made in this regard. Hence, email-id and mobile number of candidates are mandatory to be mentioned in the application form. Candidates are requested to regularly visit the Institute website i.e., www.iisertvm.ac.in, for updated information regarding the recruitment. Interim correspondences/ telephone enquiry will not be entertained.
22. The shortlisted candidates must produce the original documents in support of the claims in the application regarding their reservation category, educational qualification, proof of date of birth, experience etc. which will be verified prior to selection process. Those who are not in possession of the original documents as claimed in the applications will not be allowed to participate in the selection process.
23. No TA/DA will be paid for attending the selection process.
24. The service conditions are as per the NITSER Act and Statutes of IISERs issued from time to time and will be binding on the selected candidates.
25. The Institute reserves the right to regularize/modify the pay scales or other service conditions, if found necessary later on, due to any change in the policy regulated by the Govt. of India and accordingly decided by the Board of Governors of the Institute.
26. Interested candidates may apply online using the given link below.
27. Last date of submission of:
 - a. Online Applications - 17:00 hrs on 06.10.2025
 - b. Hard copy of application with all required documents - 17.00 h on 13.10.2025.

Link to Apply: <https://careers.iisertvm.ac.in/ntapp/index.php/application/login/9>

How to Apply

Step-1:

Register for creating User ID and Password for online application in Institute website. The online applications can be submitted till 17:00 Hrs on 06.10.2025.

Step-2:

Fill the online application form complete in all respects and submit the same online. The online application consists of six stages. You can save the application at any stage before final submission to edit/review any field. No change is permissible after the final submission.

Step-3:

After submission of the form, payment gateway will open for payment of fee (INR 500), which is not applicable for SC/ST/PwD/Women/Ex-servicemen candidate. Follow the instructions carefully for payment of fee. Without payment of fee, application will not be accepted/considered.

Steps to make payment:

- After the final submission, you'll be shown the payment information.
- Click "Proceed for Payment". You will be taken to the SBI Payment Gateway.
- Complete the payment using any of the following methods (UPI/Internet Banking/ Credit Card/Debit Card).
- Please don't click "Refresh" or "Back" button.
- Upon successful transaction, you'll be automatically taken back to the Application portal, where you can see the payment confirmation.
- You will also receive an automatic email as a confirmation for the payment.
- In case of failure of transaction but money debited from your account, kindly re-check the application portal after half an hour.
- Feel free to write to "webprogrammer@iisertvm.ac.in" in case of any payment related queries.

Step-4: Take a print-out of the completed application form, and forward the same along with self-attested copies of certificates for educational qualification, proofs of date of birth, experience and category as claimed in the application (as per para 11), by Registered/Speed Post. Institute will not be responsible for postal delay, if any.

Downloaded application with necessary testimonials should be submitted in a sealed cover super-scribing "Application for the post of _____ Post Code _____" on or before 13.10.2025 to the following postal address:

The Registrar
IISER TVM
Maruthamala P.O, Vithura
Thiruvananthapuram - 695551

Link to Apply: <https://careers.iisertvm.ac.in/ntapp/index.php/application/login/9>

REGISTRAR,
IISER Thiruvananthapuram