



ಮಾನವಸಂಪನ್ಮೂಲವಿಭಾಗ/मानवसंसाधनअनुभाग/HUMAN RESOURCES SECTION
ಭಾರತೀಯವಿಜ್ಞಾನಸಂಸ್ಥೆ/भारतीयविज्ञानसंस्थान/INDIAN INSTITUTE OF SCIENCE
ಬೆಂಗಳೂರು/बेंगलूर/BANGALORE – 560012
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R(HR)/Recruitment-2/(2022)2023

20 January 2023

**Document Verification of Provisionally Screened Candidates -
Administrative Assistant Recruitment
Advertisement No: R(HR)/Recruitment-5/2022 dated 17.12.2022**

1. This is with reference to Advertisement No. R(HR)/Recruitment-5/2022 dated 17.12.2022 inviting applications for the position of Administrative Assistant at the Institute. The job-oriented aptitude test for the position is scheduled on **19.02.2023**.
2. Further, it is hereby informed that on completion of the test, **based on the raw score** in the aptitude test, the **provisionally screened candidates** will be called for **in-person document verification** at the Institute on **21.02.2023** and **22.02.2023** from **09:00 a.m. to 05:30 p.m.** The schedule for the in-person document verification of the screened candidates will be uploaded on the institute's website on **20.02.2023**.
3. All the candidates who applied for the above-said position are required to carry the following documents in **ORIGINAL** along with one set of self-attested photocopies for verification purposes while coming for in-person document verification (if screened):
 - (a) One recent Passport Size Photograph
 - (b) SSLC/SSC Mark Sheet / Certificate
 - (c) Higher Secondary Certificate
 - (d) Disability Certificate (if applicable)
 - (e) Valid Caste Certificate [SC/ST/OBC (Non-Creamy Layer)/EWS] (if applicable). Please note that the caste certificate must be for the current financial year or valid during the time of application, which is issued by the competent authority in the format, prescribed for central government employment.
 - (f) Certificate & marks sheets of all semesters/years (produce consolidated marksheet(if applicable) of Bachelor's Degree. Marks/percentages indicated in the application must be supported with certificates.
 - (g) Candidates who are awarded gradations under the CGPA / GPA system in respect of bachelor's degree are required to bring proof issued by the University / Institute for converting CGPA / GPA gradations into appropriate percentages.
 - (h) Certificate & marks sheets of all semesters/ years of other qualification possessed, if any, as declared in the application Form.
 - (i) Experience certificates/service certificates in respect of experience possessed, on the letterhead of the respective company, indicating the date of joining & date of relieving (if applicable).
 - (j) Offer of Appointment with the date of joining & recent salary slip in respect of the present experience (If applicable).
 - (k) No Objection Certificate, in case of candidates employed in Central/ State/ Semi-Government / Public Sector Undertakings, etc. (including candidates engaged on a contract basis in Central/ State/ Semi-Government/ Public Sector Undertakings, etc.)
 - (l) Duly filled-in checklist of the documents (will be shared on registered email id).
4. It is yet again reiterated that requisite age, qualification, experience, etc., as contained in the detailed advertisement, is reckoned as on **13.01.2023**. Candidates screened and meeting the stipulated eligibility criteria on the cut-off date only are

requested to attend the Document Verification.

5. Please note that in case of non-production of documents/ NOC as mentioned above and on the day of the Document Verification, if it is found that you are not meeting any of the eligibility criteria notified in the advertisement, your candidature will be summarily rejected.
6. Candidates appearing for the Document Verification are required to make their own arrangements for travel and accommodation.
7. Any request for a change of date and time for attending the Document Verification will not be entertained. **In case you fail to attend the Document Verification on the date allotted to you, your candidature will be treated as 'Cancelled'**. No further correspondence will be entertained in this regard.
8. The Institute will not be responsible for the non-receipt of any communication regarding the recruitment due to the wrong email ID provided during the time of application or the mail being in the spam/junk folder.
9. Please note that the fact that a candidate has been called for in-person Document Verification does not confer him/her any right to be treated as eligible for selection/appointment.

**Recruitment Cell
IISc Bengaluru**