



भारतीय खगोलभौतिकी संस्थान / **INDIAN INSTITUTE OF ASTROPHYSICS**
(विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार के अधीन एक स्वायत्त संस्थान)

(An Autonomous Body under Department of Science & Technology, Government of India)

कोरमंगला Koramangala, बेंगलुरु Bengaluru - 560034

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Advt. No. IIA/03/2026-27 dated 06.05.2026

Indian Institute of Astrophysics (IIA) is an autonomous academic national institution of the Department of Science & Technology, Government of India, dedicated to research in Astronomy and Astrophysics. The Institute has its main campus in Koramangala, Bengaluru. The Institute also has field stations/campus across the country: 1) Center for Research and Education in Science & Technology (CREST), Hosakote, Bengaluru; 2) Gauridibanur Radio Observatory (GRO), Gauribidanur, Karnataka; 3) Vainu Bappu Observatory (VBO), Kavalur, Tamil Nadu; 4) Kodaikanal Solar Observatory (KSO), Kodaikanal, Tamil Nadu and 5) Indian Astronomical Observatory (IAO), Leh/Hanle, Union Territory of Ladakh.

Online Applications are invited from young, bright and highly motivated individuals for the following regular post(s) to work at IIA, Bengaluru and its other field stations/campuses. IIA reserves the right of posting the selected candidates at any of the IIA facilities as and when required. Current place of posting (in this advertisement) should be considered as initial place of postings. The details of the post, upper age limit, essential qualifications and experience are as follows:

1. Job ID: IIA/03/2026-27/1

Name of the Post	Upper Division Clerk
No. of post & Category	05 Post(s) –UR-02, OBC-02, SC-01
Pay Scale	Level -04 (Rs.25500-81100) of VII CPC
Essential Qualification	A Bachelor's degree from a recognized University/ Institution with knowledge of use of personal computer and its applications (MS Office).
Age Limit	Not exceeding 27 Years
Place of posting	Bengaluru/ Hosakote/ Gauribidanur/ Kodaikanal/ Kavalur
Job description	The appointee will be responsible for handling the matters of Establishment, Administration, Stores & Purchase and Accounts & Finance and to perform any other duties as assigned by Controlling Officer / Reporting Officer from time to time.

A. How to apply:

- 1) Eligible candidates should **apply online** through Institute website https://www.iiap.res.in/iiia_jobs/. Candidates are required to upload their scanned recent photograph, date of birth certificate, educational qualification certificates, Degree certificate(s), experience certificate(s), valid Caste certificate etc. declared in the application form and also Curriculum Vitae (CV). Educational certificates and experience certificates should be uploaded separately in a single scanned pdf file. Experience certificate from the concerned employer including present employer in their letter head along with authorized signature and seal only will be considered as proof of experience. Offer letter, joining letter, pay slip etc., will not be considered as experience proof.
- 2) Applicants should keep ready all scanned documents before submission of application. The uploaded documents should be visible/ readable.
- 3) Online application without uploading all the required above stated documents will be summarily rejected and the uploaded documents which are not visible/ readable will also not be considered. No further correspondences with the candidates in this regard will be made.
- 4) Candidates are requested to first register themselves by entering their name and e-mail address in the appropriate fields after clicking the "Register/ Create New Account" button. An e-mail will be sent to the candidate's e-mail address which contains all the details of creating a password or one-time password (OTP) for initial logging-in. Later you can reset your password by editing your 'Account'. After successful registration, candidates can fill up the application form by logging in using the user name and password. Upon registration, candidates will be provided with an on-line Registration Number, which should be carefully preserved for future reference. After successful uploading of application form, applicants will receive an acknowledgement of application to their e-mail ID given in the application. Applicants are required to take out the print out of the online application and keep with them for future reference.
- 5) E-mail ID of the applicant will have to be provided in the application correctly for communication purpose.

- 6) Candidates already employed in Central Government / State Government/ Autonomous Institutions / Semi Government Institutions/ PSU's/ Public Sector Banks etc., should compulsorily forward their application through proper channel after successful registration of online application. The forwarding letter along with copy of online application and relevant supporting documents (self-attested) with respect to Education and experience claim with recent passport size photo pasted should be sent to **The Administrative Officer, Indian Institute of Astrophysics, Department of Science and Technology, Sarjapura Road, 2nd Block, Koramangala, Bengaluru – 560 034 superscribing “Application for the post offorwarding through proper channel ”** within 30 days from the closing date of online application failing which such application will not be considered.
- 7) All details furnished in the online application will be treated as final and no changes shall be entertained later at any stage. Applicant will be solely responsible for the entries made in the application form.
- 8) In case of any difficulties in filling application form, please contact: webmaster@iiap.res.in

B. Selection Process:

- 1) Selection to the all the post(s) will be based on written test &/or skill test.
- 2) Initial Screening of applications will be conducted based on the essential qualification. However, where the number of applications received in response to the Advertisement is large and it will not be convenient or possible for the IIA to conduct written test &/ skill test to all those candidates and the Institute has the right to limit the candidates to be called for written test &/or skill test on the basis of qualifications higher than the minimum prescribed in the Advertisement.
- 3) The Institute reserves the right to conduct skill test, if necessary. The marks obtained in the skill test shall be qualifying nature only and shall not count for merit except in case of tie.

4) The Syllabus for written test &/or skill test for the post(s) is as follows:

01. Upper Division Clerk <u>(Job ID: IIA/03/2026-27/1)</u>	
(a) Written Test	a. English Language and Comprehension b. Logical Reasoning & Computer Proficiency c. General Awareness and Current Affairs d. Numerical Ability (Arithmetic) e. FR-SR, General Financial Rules, Income Tax, GST Rules, Accountancy, Procurement of Goods and Services, GeM Rules and Procedures, Leave Rules, Central Public Procurement Portal: Tendering, Procuring, etc. Contract Management, Inventory Management, Procurement Manuals, Import of Goods etc.
(b) Skill Test	Professional competence / skill test

The applicants may please note that the syllabus mentioned above is only indicative in nature and not exhaustive.

- 5) The candidates applying for the post(s) should ensure that they fulfil all the eligibility conditions for the post(s). Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of call letter to the candidate will not imply that his/ her candidature has been found eligible.
- 6) No correspondence whatsoever will be entertained from candidates regarding conduct and result of written &/or skill test and reasons for not being called for written &/or skill test.
- 7) The relevant working experience in Central or State Government, Government Autonomous Bodies, Public Sector Undertakings, or Government Universities will be considered only of experience gained from the regular post.
- 8) Qualification and experience prescribed is the minimum requirement and the same does not automatically make candidates eligible for written test &/or skill test. Admission card for written &/or skill test will be sent only through registered E-mail ID.
- 9) Written test &/or skill test for the above post(s) will be held at Bengaluru only.
- 10) Candidates applying for more than one post should submit separate application forms for each post.

11) After successful online submission of the application, a printout of the application form must be obtained and submitted by the candidate when called for written &/or skill test. The Hard copy of the application is NOT to be sent to the Institute except for the candidates applying through proper channel as mentioned in Para No. A (6).

12) Final list of selected candidates will be notified in the Institute website.

C. Other Terms & Conditions

1. The above post(s) will carry pay and allowances as per Central Government Rules applicable to the Institute. Selected candidate will be on probation for a period of two years and will be confirmed in the post only on satisfactory completion of probation period.
2. All the appointees shall be governed by the National Pension System (NPS) introduced by the Government of India notified vide Ministry of Finance (Department of Economic Affairs) Notification No. 5/7/2003-ECB & PR dated 22nd December, 2003 as amended from time to time.
3. The appointees are liable to be posted anywhere in India and in any of the Institute's field stations and locations.
4. Incomplete application, applications without requisite attachments will be summarily rejected.
5. Experience certificate from the concerned employer including present employer in their letter head along with authorized signature and seal only be considered as proof of experience. Offer letter, joining letter, pay slip etc., will not be considered as experience proof.
6. Age relaxation is permissible as notified by Govt. of India from time to time. Community certificate issued by competent authority in proof of SC/ST/OBC shall be submitted. OBC (Non-creamy layer) candidates should produce OBC Certificate in the prescribed format (as attached at Annexure-I) issued by the Competent Authority "FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POST(S) UNDER THE GOVERNMENT OF INDIA" only will be accepted and caste of OBC candidate should be notified in the central government OBC list. SC/ST candidates shall submit valid community certificate (as attached at Annexure-II) in the format as prescribed by Government of India.
7. The crucial date for determining the upper age limit, qualifications and experience shall be the prescribed closing date for submission of online application.
8. No TA will be paid for attending the written test &/or skill test and also for document verification for any post(s).
9. No correspondence will be entertained with the candidates not selected for written test &/or skill test.

10. Canvassing in any form or influencing any official related to the recruitment/selection process would result in immediate disqualification of the candidate.
11. The Institute reserves the right to recruit, re-advertise or cancel the entire recruitment process for any or all the post(s) at any time without assigning any reasons whatsoever.
12. The Institute reserves the right to increase or decrease the number of post(s) advertised.
13. Action Against Candidates found guilty of misconduct:
 - 13.1 Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.
 - 13.2 At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:
 - 13.2.1 Using unfair means; or
 - 13.2.2 Impersonating or procuring impersonation by any person; or
 - 13.2.3 Misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test (s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose; or
 - 13.2.4 Resorting to any irregular or improper means in connection with his/her candidature; or
 - 13.2.5 Obtaining support for his/her candidature by any unfair means; or
 - 13.2.6 The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or Bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a candidate may in addition to rendering himself/herself liable to criminal prosecution, be liable;
 - (i) To be disqualified from the examination for which he/she is a candidate.
 - (ii) To be debarred, either permanently or for a specified period, from any examination conducted by IIA, Bangalore.
 - (iii) Termination of service, if he/she has already joined IIA, Bengaluru.

14. Misrepresentation or falsification of facts detected at any stage of the selection process or instances of misconduct/misbehavior at any stage during selection process shall result in cancellation of candidature without any notice and no correspondence in this regard shall be made.
15. Closing date for on-line application is **29.06.2026** at 17:30 hours.
16. For registration, please visit: https://www.iiap.res.in/iaa_jobs/

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प्रशासनिक अधिकारी **Administrative Officer**

Annexure-I

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POST(S) UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kumari _____ son/daughter of Shri/Smt. _____ of village/town _____ in District/ Division _____ in the _____ State/Union Territory belongs to the _____ Community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____*. Shri / Smt, / Kum. _____ and / or his family ordinarily reside(s) in the _____ District / Division of _____ State/ Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993, OM No. 36033/3/2004- Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**.

Signature _____
Designation _____ \$

Dated: _____
Seal

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

\$ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Annexure-II

THE FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES CANDIDATES APPLYING FOR APPOINTMENT TO POST(S) UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Shrimati/Kumari*.....
son/daughter*of..... of village/town*
..... in District/Division*..... of the
State/Union Territory* belongs to the..... caste/tribe* which is
recognised as a Scheduled Caste/Scheduled Tribe* under:—

- @ The Constitution (Scheduled Castes) Order, 1950
- @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Castes) Union Territories Order, 1951
- @ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati*..... Father/Mother of Shri/Shrimati/Kumari of village/town* in District/Division*..... of the State/Union Territory*..... who belongs to the caste/tribe* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of issued by the dated

% 3. Shri/Shrimati/Kumari*.....and/or* his/her* family ordinarily resides in village/town*..... of District/Division* of the State/Union Territory* of.....

Signature.....
**Designation.....

(With Seal of Office) State/Union Territory*

Place:

Date:

*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term “ordinarily reside(s)” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

- (i) District Magistrate/Additional DistrictMagistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
†(not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep)