



**INDIAN INSTITUTE OF ADVANCED STUDY  
RASHTRAPATI NIVAS, SHIMLA – 171 005**

**ADVERTISEMENT NO.009/2024-25**

Applications are invited from the suitable candidates for filling up of the various posts at the Indian Institute of Advanced Study, Shimla. The details of the posts are as under:

Sl. No.	Particulars of the vacancies	Total Number of Vacancies	Pay Band/Pay Scale	Age	Educational Qualification/Eligibility Criteria
1.	Librarian (Direct recruitment or by Deputation basis) (Group – 'A')	01 (UR)	Pay Matrix Level-13 (Rs. 1,23,100-2,15,900/-)	18-45 years (For Direct recruitment)	a) First or Second Class MA/M.Sc./M.Com. plus a First or Second Class B.Lib. Science or a Diploma in Library Science. The Degree of M.Lib.Sc. being a preferential qualification. b) At least 10 years' experience as Librarian or in a responsible professional capacity in a University Library. c) Good academic qualifications and research experience (with Publications).
2.	Section Officer (Direct Recruitment) (Group – 'B')	01 (UR)	Pay Matrix Level-7 (Rs. 44,900-1,42,400/-)	18-30 years	Bachelor's degree from a recognized University with at least 8 years' experience as an Assistant in a Government, semi-Government organization or a Public Sector Undertaking.

**सचिव**  
Secretary  
भारतीय उच्च अध्ययन संस्थान  
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Rashtrapati Nivas, Shimla-171005

3.	Assistant Publication Officer (Direct Recruitment) (Group – 'B')	01 (UR)	Pay Matrix Level-7 (Rs. 44,900-1,42,400/-)	18-40 years	i) A Bachelor's degree with Book Publishing as one of the subjects. or ii) A Bachelor's degree with a Diploma in Book Publishing with specialisation in production. iii) Thorough knowledge regarding cover design, layout, paper blocks with skill in typography.
4.	Stenographer (Direct Recruitment) (Group – 'B')	01 (OBC)*	Pay Matrix Level-6 (Rs. 35,400-1,12,400/-)	Between 18-28 years <i>*(three years relaxation in upper age as per Govt. of India rules)</i>	Bachelor's Degree from a recognized Indian University with a minimum, shorthand and typing (on computer) speed of 100 and 40 wpm respectively (in English).
5.	Professional Assistant (Direct Recruitment) (Group – 'B')	01 (UR)	Pay Matrix Level-6 (Rs. 35,400-1,12,400/-)	Between 18-28 years	i) M.A./M.Sc./M.Com. and ii) B.Lib. Science or i) B.A./B.Sc./B.Com. ii) B.Lib. Science and iii) 4 years of experience in the Library as a whole.




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## **IMPORTANT GENERAL INSTRUCTIONS:**

- (a) The candidates must read instructions/rules carefully before applying for the post(s) concerned.
- (b) The Posts are temporary but likely to continue and carries DA and CA/SCA/TLA at Central Government rates applicable at Shimla. Selected incumbents will be on probation for a period of two years and will be governed by the New Pension Scheme (NPS).
- (c) The applications will be accepted only in online mode. The desirous candidates may use the recruitment web portable link at URL i.e. <http://recruitment.iias.ac.in/Login> on or before **25th February 2025 at 05.00 PM** (available on our website: [www.iias.ac.in](http://www.iias.ac.in)) for sending applications for each post separately with the required documents.
- (d) The eligible candidates will be informed only through e-mails (as registered/disclosed at the time of submitting application in online mode) about examination(s)/test(s)/interaction(s) schedule etc. No separate communication/call letters etc. will be sent through any other mode. Therefore, the candidates are advised to give their working mobile numbers and e-mail IDs used by them in the online recruitment application (ORA).
- (e) The candidates must visit the website of IIAS regularly for any further information regarding their roll numbers, Admit cards, examination schedule etc.
- (f) The candidates already in service must apply through proper channel.
- (g) The examination fee for the candidates applying online for the advertised vacancy is Rs.1,000/- for General (UR) and Rs.700/- for candidates belonging to reserved categories (SC/ST/OBC). Female candidates are exempted from payment of application fee as per Government of India rules. The applicants are required to apply separately for each post. The payments have to be paid ONLY through ONLINE MODE. The fee, once paid, shall not be refunded to the candidates, in any case.
- (h) While applying, the candidates must ensure that they are eligible for the posts applied for as mentioned in the advertisement i.e. category, experience, age and educational qualification(s) etc. and upload copies of the relevant documents in order to avoid rejection of the candidature.
- (i) Candidates who apply for more than one post, will have to apply separately for each post and separate payment is required for each application.
- (j) The number of vacancies mentioned above is provisional. The Institute reserves the right to increase/decrease the number of vacancies, if necessary.
- (k) The Institute reserves the right to modify/alter/restrict/cancel the recruitment process, if need arises, without issuing any further notice or assigning any reason thereof.
- (l) The Institute reserves the right to shortlist the candidates based on qualifications, experience and suitability followed by written/skill test and personal interaction.
- (m) Relaxation in age for reserved categories is applicable as per Government of India Rules.

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