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Advertisement for Operations Assistant in SATHI Centre, (A Section 8 Company registered under the Indian Company's Act 2013) at IIT Hyderabad

Advertisement No. Project Staff/SATHI-CISCoM/2024/04

The **Sophisticated Analytical & Technical Help Institutes (SATHI)** called the **Centre for In-Situ and Correlative Microscopy (SATHI-CISCoM)**, a testing facility established as a Section 8 Company registered under the Indian Company's Act 2013 at IIT Hyderabad, will serve as the cornerstone for cutting-edge characterisation. This facility is funded by DST, Government of India and supported by 15 academic, research, and industrial organisations, including IIT Hyderabad. The proposed centre would be the first of its kind to enable real-time characterisation across multiple length scales for fundamental and industrial R&D purposes. SATHI aims to bring together scientists from a broad range of scientific disciplines, including physical sciences, chemistry, biology, and pharmaceutical studies, to address common scientific goals that can only be addressed by using such sophisticated microscopy techniques.

The SATHI-CISCoM centre is looking for suitable Indian nationals for appointment on the following temporary/ad-hoc positions on a short-term contractual basis. The contract will initially be for a period of 1 year, which can be extended for a maximum of three years, subject to satisfactory performance and the requirement of SATHI.

S.No	Designation	No. of Posts	Maximum age limit	Total Emoluments Consolidated (Rs.)
01	Operations Assistant	01	35	35,000
Minimum Essential Qualification	Any Bachelors degree with first class and 2 years work experience in office administrative work			
Desirable	Experience in team management, vendor management, documentation and implementation of standard operating procedures and maintaining logbooks, ledgers and accounts is desirable.			
Job Specification	Lab consumables purchase and inventory; documentation; Accounts and facilitation of processes for laboratory users (automated registration and access processes); Managing web portal; Other duties in the SATHI-CISCoM centre as assigned from time to time.			
Applications for the position of Operations Assistant must be submitted online through: https://forms.gle/gjFRLWB1L4BExca19				

General information and conditions:

1. Benefits, terms and conditions under SATHI-CISCoM centre:

- a. In addition to the emoluments indicated against each category of posts, facility of health centre for self are available per the Institute rules as applicable for project staff.
- b. Each appointment will be made on a contractual basis initially for a period of a maximum of one year, extendable up to three years on noteworthy performance.
- c. The Scientific/Technical manpower is entitled to leave as per the rules of the host institution.

2. Other conditions

- a. The applicant must be a citizen of India.
- b. All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement as of the last date of receipt of the applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts as of the last date of receipt of the applications. No enquiry (in any mode) asking for advice as to eligibility will be entertained.
- c. The prescribed essential qualifications are the minimum, and the mere possession of the same does not entitle candidates to be called for an interview. The duly constituted Screening Committee may adopt its own criteria for short listing the candidates for the interview. The candidate should, therefore, mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification supported by self-certified documents. Completion of degree will be reckoned from the date of issue of provisional certificate/notification.
- d. The candidates shortlisted for interview only will be communicated through email regarding the date and time of the interview. The mode of the interview will be communicated through email one week in advance.
- e. The prescribed qualifications should have been obtained through recognised Universities/Institutions. Incomplete application/applications received or not accompanied with the required certificates/documents are liable to be rejected.
- f. The date for determining the upper age limit, qualification and/or experience shall be the closing date prescribed for receipt of applications.
- g. The period of experience shall be counted after the date of acquiring the minimum prescribed educational qualifications, i.e. only post-qualification experience will be counted.
- h. The SATHI-CISCoM centre reserves the right not to fill up the posts or cancel the Advertisement in whole or in part without assigning any reason, and its decision in this regard shall be final.
- i. Except for the consolidated salary and medical as mentioned above, no other benefits shall be applicable.

Sd/

**Principal Investigator
SATHI-CISCoM**