KSCSTE-SRIBS

KSCSTE-Srinivasa Ramanujan INSTITUTE FOR BASIC SCIENCES

(An Institution under Kerala State Council for Science, Technology & Environment)

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SRIBS/12/2025-GA1 12-11-2026

RECRUITMENT OF PROJECT ASSISTANT ON TEMPORARY BASIS

NOTIFICATION

Srinivasa Ramanujan Institute for Basic Sciences (SRIBS), a constituent of the Kerala State Council for Science, Technology and Environment (KSCSTE), fosters fundamental research across disciplines including chemistry, biology, physics, mathematics, and computer science.

The K-STAR project envisages the establishment and operationalize of a Supercomputing Centre at SRIBS. Implementation involves administrative coordination, documentation, procurement-related activities, institutional correspondence and IT support. As SRIBS is primarily a theoretical research institution, personnel are required to support scientific-administrative activities and the associated academic and institutional operations. SRIBS invites online application to engage two supporting personnel as Project Assistants on temporary basis under the K-STAR project. The eligibility criterion for the positions are as follows: -

Position	No. of Position	Essential & Desirable qualification	Maximum age limit as on closing date prescribed for receipt of application	Consolidated remuneration
Project Assistant	2	**Essential qualification**: 1st class B.Sc. in Computer Science or Bachelor of Computer Applications (BCA) from a recognized university with 5 years of work experience in Industrial/ Academic Institutions or Science and Technology Organizations. **Desirable qualification**: • Master's degree in Computer Applications (MCA) / M.Sc. in Computer Science. • Experience related to administrative/financial/purchase in industrial/Academic/Government	40 yrs	₹30,995/month

		Institutions and Scientific Activities and Services. • 5 years of work experience in Industrial and Academic Institutions or Science and Technology Organizations. • Teaching experience in academic/educational institutions shall be considered desirable. • Proficiency in Government office software and office applications, along with skills in report preparation and official correspondence. • The candidate should have a good typing speed and must be fluent in computer use .		

1.Duties and responsibilities

- Administrative and coordination support for implementation of the K-STAR project and establishment of the Supercomputing Centre.
- Preparation and maintenance of official files, correspondence, reports and project documentation.
- Handling e-Office files and Government office-related software and digital platforms, including WAMS/treasury systems where applicable.
- Assistance with procurement, tender documentation, purchase records, bill processing and project records.
- Coordination with Government departments, technical agencies, vendors, research institutions and stakeholders.
- Support for scientific programmes, meetings, workshops and institutional activities.
- Assistance in maintaining academic, scientific and institutional records and providing other administrative support assigned by SRIBS.

2. General conditions

1. Age relaxation for reserved categories shall be as per applicable Government norms

and rules adopted by the Institute.

2. Nature of engagement: The engagement shall be purely temporary and project-based, initially for a period of one year.
3. Extension of Engagement: The period of engagement may be extended subject to satisfactory performance, continued project requirements, availability of funds and approval of the competent authority
4. Leave Rules: Leave shall be governed by the applicable rules and regulations/policies of SRIBS, as amended from time to time.
5. The engagement shall not confer any right or claim for regular appointment in SRIBS or KSCSTE.
6. The decision of the Director, SRIBS in all matters relating to eligibility, acceptance or rejection

of applications shall be final and no enquiry or correspondence will be entertained in this
connection from any individual.

3. Selection procedure

The selection process shall comprise scrutiny of applications, followed by an interview and/or skill assessment, as deemed appropriate, by a duly constituted Selection Committee. In view of the academic and theoretical research-oriented environment of SRIBS, preference shall be given to candidates possessing relevant teaching experience in academic institutions.

How to apply:

Interested and eligible candidates are required to submit their applications online through the Google Form provided on the official website of the KSCSTE-Srinivasa Ramanujan Institute for Basic Sciences (SRIBS), Kottayam – https://sribs.res.in on or before 08.12.2026.

For Telephonic Enquiry: 0481-2500200.

Note:

1. Prospective candidates should regularly visit SRIBS website: www.sribs.res.in for further changes if any.

2. Interview if not conducted on the specified day due to any unforeseen reasons will be held on the next working day.

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DIRECTOR