



# INSTITUTE OF ADVANCED VIROLOGY

Autonomous Institution under Science and Technology Department, Government of Kerala

Advt No. IAV/332/HR/25-26/01

Dated: 26 September 2025

Institute of Advanced Virology (IAV) is an autonomous institution under Science and Technology Department, Government of Kerala. IAV invites applications from interested and eligible Indian citizens for filling up the post of **Section Officer on deputation/contract basis**. Details of the position, pay, academic qualifications, and other general conditions are as given below:

Name of Post	<b>Section Officer</b>
Mode of appointment	Deputation / Contract
No of vacancy	01 (ONE)
Payscale/ Remuneration	For deputation - Pay scale S-15 (₹ 51,400 - 1,10,300/-) + applicable allowances as per Institute norms Contract appointment - ₹ 60,000/- (Rupees Sixty thousand only) (consolidated per month)
Age limit	As per Govt. of Kerala norms for appointment on deputation. 50 years (for contract appointment).
Academic qualification	Graduation from a recognized University or Institute with at least 55% marks or its equivalent Grade in the CGPA/UGC point of view scale
Experience	(i) Minimum 10 years' experience in finance/purchase matters in State/Central Government departments/autonomous/educational institutions under State/Central Government/PSUs, out of which at least five year's service shall be in the scale of pay of ₹ 45,600 -95,600/- or equivalent. (ii) Experience in computerized office administration.
Mode of selection	Personal interview of shortlisted candidates
Duration of appointment	The duration of the appointment will initially be for a period of one year. Extendable based on the Institute's requirements and performance.
Online link for application	<a href="https://forms.gle/sLfnBAPKakQj5ZZTA">https://forms.gle/sLfnBAPKakQj5ZZTA</a>

**General Conditions:**

1. Application shall be submitted only through the given online link, along with the proof for age, prescribed qualifications and experience.
2. Candidate should have a valid email ID and mobile number, which should be kept active till the completion of the selection process. All communications relating to this notification shall be sent by email ID mentioned by the candidate in the application.
3. Candidates already employed OR applying for appointment on deputation basis are required to submit their application along with **No Objection Certificate (NOC)** from the present employer. Application without NOC in such cases shall not be considered.
4. Incomplete applications or applications submitted without the relevant certificates /documents/photograph/application fee will be summarily rejected.
5. The applications received shall be screened based on the prescribed criteria as per the notification. If the number of applications received in response to the notification is large, IAV reserves the right to shortlist the candidates to a reasonable limit based on the relevant experience for the post or any other benchmark as decided by IAV.
6. The Institute reserves the right to make a decision in all matters relating to acceptance or rejection of applications.
7. The position is purely temporary, and selection to the position will not entitle the candidate to any claim for future positions at IAV (permanent or otherwise).
8. Institute reserves the right to cancel the recruitment process or not to fill up the post without assigning any reason thereof.
9. The candidates who have been shortlisted for the selection process will be informed through email only.
10. Canvassing in any form and or bringing any influence, political or otherwise, will be treated as a disqualification for the post applied for.
11. The candidates should produce the original certificates at the time of the selection process or as and when required. Non-production of the original certificate or production of originals in variance with the submitted documents along with the application shall result in disallowing the candidate from appearing for the selection process.
12. Crucial date for the determination of essential qualification, experience and age limit shall be as on the last date of submission of the application.

**How to Apply:**

1. The application will be accepted online through the given link only.

2. Applicants are requested to carefully go through the full text of the notification and the instructions in particular.
3. The applicant must fill out the online application and upload photograph and scanned images of certificates of educational qualifications, mark sheets (consolidated), experience certificate, NOC (if applicable), proof of date of birth, and proof of equivalent pay etc. If the certificates are in a language other than English or Malayalam, an attested translation should be uploaded.
4. The photograph should be in .jpg format with the file size limited to 1 MB. All certificates should be in .pdf format, with each file less than 1 MB.
5. Last date and time for submission of online applications: **12.10.2025 @ 5 PM, IST**
6. Application Fee: Rs.200 + GST
7. The payment of fees has to be through SB collect as per following procedure.

Login in to:	<a href="https://www.onlinesbi.sbi/sbicollect/icollecthome.htm">https://www.onlinesbi.sbi/sbicollect/icollecthome.htm</a>
Select	Educational Institutions
Select	Institute of Advanced Virology
Select	Application Fee - Recruitment
Make payment for	Rs. 236/-

S/d  
Director