



# INSTITUTE OF ADVANCED VIROLOGY

Autonomous Institution under Science and Technology Department, Government of Kerala

## RECRUITMENT NOTIFICATION - TEMPORARY POSITION

**Advertisement No.** IAV/326/HR/2022

**dt.12.02.2026**

Institute of Advanced Virology (IAV) is an institution under Science & Technology Department of Government of Kerala with a focus on cutting-edge research initiatives in Virology. IAV seeks support from highly motivated and enthusiastic candidates for the following position:

<b>Name of Position</b>	Security-cum-Estate Officer
<b>Age limit</b>	55years as on date of notification
<b>No. of Vacancies</b>	One
<b>Educational &amp; Other Qualifications</b>	<ul style="list-style-type: none"><li>Graduation or equivalent qualification.</li><li>Ex-Servicemen (JCO/equivalent post (X/Y group) in pay level 7 or above as per 7<sup>th</sup> CPC)</li><li>Medical category on retirement: SHAPE I/equivalent</li></ul>
<b>Experience</b>	5 years of experience in supervising the security/general maintenance/estate matters
<b>Desirable experience</b>	Experience as security supervisor/equivalent position in research/scientific establishments/institutions.
<b>Emoluments (consolidated)</b>	Rs. 25,000/- per month
<b>Link for online application:</b>	<a href="https://forms.gle/JRXTGUEba8KAhSVdA">https://forms.gle/JRXTGUEba8KAhSVdA</a>
<b>Last date of submission of the Application</b>	23 February 2026, 05.00 PM

### **Job description, Duties & responsibilities:**

1. Supervise the general security of the Institute and off-campus accommodation facility and to handle the emergency situations promptly and effectively.
2. Control and coordinate the visitors to the Institute ensuring their dignity.
3. Maintain incident logs, registers and conduct periodic compliance checks.
4. Managing of firefighting system and conducting periodic firefighting training.
5. Support the institute's administration in managing day-to-day administrative operations.

6. Liaison with Local Government Administration, Civil Police, fire brigade, and other agencies or authorities.
7. Supervise upkeep of the premises to ensure hygiene, green protocol and aesthetics
8. Maintaining rolls of security and amenity staff, preparing and enforcing the duty roster, ensuring discipline and periodic training.
9. Coordination with service-providing agencies for deployment of adequate manpower and other items as per the contract terms.
10. Carry out any other related responsibilities assigned by the authorities from time to time.

**Notes:**

1. All educational qualification certificates shall be from a recognized Board/University.
2. Experience gained shall be counted from the date of acquiring the prescribed essential qualification.
3. Only those candidates fulfilling all the essential qualifications, and qualifying the screening by a duly constituted screening committee, will be short-listed for further selection process.
4. The short-listed candidates will be selected through a selection process comprising a written test and/or an interview.
5. The initial appointment will be for one year, and subsequent extensions will be based on performance.
6. 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).
7. All the correspondence on this appointment will be through e-mail only, and hence the candidates are requested to provide a valid e-mail ID.
8. The amendments in the notification (if any) and the results will be published on the website of the institute, and the applicants should regularly check the website for updates.
9. Canvassing in any form is not permitted, and any interim enquiry will not be entertained.
10. The Director, IAV reserves the right to decide on the number of positions to be filled; and on any matter related to the selection procedure, including cancellation of the selection process, if circumstances demand so.
11. The selected candidates are required to join within 15 days from the date of the appointment order.

Sd/-

Director