



# INSTITUTE OF ADVANCED VIROLOGY

Autonomous Institution under Science and Technology Department, Government of Kerala

Advt No. IAV/337/HR/2026/01

Dated: 10 April 2026

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 **Administrative Officer** on **deputation basis**. Details of the position, pay, academic qualifications, and other general conditions are as given below:

Name of Post	<b>Administrative Officer</b>
Mode of appointment	Deputation
No of vacancy	01 (ONE)
Pay scale/ Remuneration	Pay scale <b>S-25 (₹118100-2800-140500-3100 149800-3400-163400)</b> + applicable allowances as per Institute norms
Age limit	50 years
Academic qualification	Graduation from a recognised University or Institute with First Class or its equivalent Grade in the CGPA/UGC Point Scale.
Experience	(i) Five Years' experience as Administrative Officer or equivalent post in in the Scale of pay of ₹ <b>107800-2500-115300-2800 140500-3100-149800-3400-160000</b> or a scale of pay equivalent or above in the State or Central Government.  (ii) Experience in computerised administration/ legal/financial matters
Desirable qualification	Post-graduate Degree or Diploma in Management/ Law  Experience in administration, finance, project management, purchase, construction and maintenance in state/ central R& D institutions.
Mode of selection	Personal interview of shortlisted candidates
Duration of appointment	One year. Extendable for one more year as per the Institute's requirements.
Online link for application	<a href="https://forms.gle/cuzWG1h6muQXeZwF7">https://forms.gle/cuzWG1h6muQXeZwF7</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 applying are required to submit their application along with **No Objection Certificate (NOC)** from the present employer. Those candidates unable to submit the NOC from the present employer along with the application have to submit an undertaking that the NOC shall be presented at the time of the selection process. However, such candidates will not be allowed to attend the selection process if they fail to submit the interview at the time of the selection process.
4. Incomplete applications or applications submitted without the relevant certificates /documents/photographs 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 decide all matters relating to acceptance or rejection of applications.
7. The 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 details of candidates who have been shortlisted for the selection process shall be published in the website, and they will be informed through email also.
10. Canvassing in any form and or bringing any influence, political or otherwise, will be treated as a disqualification.
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 documents submitted 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 the 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: **10.05.2026 @ 5 PM, IST**

S/d  
Director