

**Indian Institute of Advanced Study
Rashtrapati Nivas, Shimla**

Details of the Administrative Posts

Sr. No.	Name of the Post	Pay Scale (Matrix Level)
1.	Director	L-17 (225000)
2.	Secretary	L-14 (144200 – 218200)
3.	Librarian	L-13 (123100 – 215900)
4.	Resident Medical Officer	L-10 (56100-39100)
5.	Sr. Private Secretary to the Director	L-8/9 (47600 – 151100)
6.	Accounts Officer	L- 7 (44900 – 142400)
7.	Private Secretary to the Secretary	L-7 (44900 – 142400)
8.	Estate Supervisor	L- 7 (44900 – 142400)
9.	Section Officer	L- 7 (44900 – 142400)
10.	Academic Resource Officer	L-7 (44900 – 142400)
11.	Sales & Public Relations Officer	L-7 (44900 – 142400)
12.	Assistant Publication Officer	L-7 (44900 – 142400)
13.	Assistant Librarian	L-7 (44900 – 142400)
14.	Office Assistant	L-6 (35400 – 112400)
15.	Stenographer	L- 6 (35400 – 112400)
16.	Professional Assistant	L- 6 (35400 – 112400)
17.	Section Officer (Horticulture)	L- 5 (29200 -92300)
18.	Pharmacist	L- 5 (29200 -92300)
19.	Sales Assistant	L- 5 (29200 -92300)
20.	Storekeeper	L- 5 (29200 -92300)
21.	DTP Operator	L- 5 (29200 -92300)
22.	Hindi Translator	L- 5 (29200 -92300)
23.	Upper Division Clerk	L- 4 (25500 – 81100)
24.	Machine Operator	L- 4 (25500 – 81100)
25.	Lower Division Clerk	L- 2 (19900 – 63200)
26.	Driver	L- 2 (19900 – 63200)
27.	Binder	L- 2 (19900 – 63200)
28.	Carpenter	L- 2 (19900 – 63200)
29.	Garden Chowdhary	L- 2 (19900 – 63200)
30.	Tailor	L- 2 (19900 – 63200)
31.	Senior Mali, Cook , Library Attendant, Daftry, Peon, Room Bearer , Elect-Cum- Liftman, Attendant , Chowkidar, Un-skilled Mali, Safai Karmchhari, MTS (Now MTS),	L-1 (18000- 56900)