



Advt. No.: IISER-K/Rectt.-04/2015/Estt.

Date: 06/09/2015

(Apply online on or before 20.09.2015)

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA is a premier autonomous Institute established in 2006 by the Ministry of Human Resource Development (MHRD), Government of India to promote quality education and research in basic sciences. The Institute is looking for dedicated and committed candidates to fill-up the following on lien vacancy:

S. No.	Name of Post	Nature of appointment	Pay Band (₹)	Grade Pay(₹)	No of Vacancies
1.	Deputy Registrar (Finance & Accounts)	Lien vacancy	PB-3, ₹ 15600-39100	RS. 7600	one

For further details, please visit Institute's website <http://apply.iiserkol.ac.in/jobs>. The last date for submission of **ONLINE APPLICATIONS** is **20.09.2015, 17:00 Hrs.** The last date of receipt of the printed copy of signed **ONLINE APPLICATION FORM** along with enclosures is **28.09.2015**

कुलसचिव/ Registrar

Post Code	Name of Post/ Scale of Pay	Grade Pay (in Rupees)	No. of Post	Educational Qualification & Experience
1.	Deputy Registrar (Finance & Accounts) PB-3, 15600-39100	₹ 7600	One	<p>Essential: A Master's degree with at least 55% of marks or its equivalent grade B in the UGC 7 point scale from a recognized university with specialization in Commerce/Finance/Accounts.</p> <p>Experience:</p> <ul style="list-style-type: none"> (i) Nine years of experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration, or (ii) Comparable experience in research establishment and/or other institutional of higher education, or (iii) At least 5 years of experience as Assistant Registrar or an equivalent post in Accounts/ Finance/Audit Branch in Scientific Organisations/ Universities/ Technological Institutes. <p>Desirable: A Chartered or Cost Accountant degree or diploma, and Experience/Exposure to Computer based Accounting and Audit will be preferred.</p>

GENERAL INSTRUCTIONS TO THE CANDIDATES

- 1) The above post is as per the Central Government pay scales and carry allowances/ benefits as admissible to Central Government employees posted in Kolkata.
- 2) All posts will be covered by New Pension Scheme of Govt. of India and will be eligible for other benefits like Medical, LTC, etc. as per the GOI norms.
- 3) Reservation for SC/ST/OBC/PWD/Ex-Servicemen etc. will be as per Govt. of India norms. Candidates should submit their SC/ST/OBC/PWD/ certificates issued by the Competent Authority in the prescribed format along with the application form in support of their claim.
- 4) Candidates belonging to OBC category should submit proper caste certificate as per the proforma of Govt. of India (which should not be more than 6 months old from the last date of submission of application) and which should among others specially mention that he/she does not belong to the persons/sections (creamy layer) as mentioned in col. 3 of the schedule to the Department of Personal & Training in the Govt. of India OM No. /36012/22/93-Estt. (SCT) dated 8/9/93 at the time of trade test/written test/interview.
- 5) Candidates belonging to OBC category, but coming in creamy layer will not be entitled to the benefits of reservation and should apply as General Category candidate.
- 6) Candidates must ensure before applying that they are eligible according to criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process he/she will be disqualified and their candidature cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
- 7) The qualification prescribed should have been obtained from recognised Universities/ Institutions.
- 8) After submitting the ONLINE APPLICATIONS, the printed proforma of the online application duly signed on all the sheets and enclosures must be submitted through speed/registered post. Handwritten and unsigned applications, which are not in the prescribed proforma of application, will be summarily rejected.
- 9) Application from the candidates working in Central/State Government Departments, PSU and Government Funded Research Agencies must be sent through proper channel.
- 10) The Institute reserves the right to relax any of the age/qualifications/experience in exceptional cases, or in the case of persons already holding analogous positions in a University/Research Institution.
- 11) Against the sanctioned Pay Band/Grade Pay/Posts equivalent position may be filled from a different cadre/posts or a lower position in the same cadre/post.
- 12) The prescribed Qualification/Experience indicated is bare minimum and mere possession of the same will not entitle the candidates to be called for WRITTEN TEST/INTERVIEW. Fulfilment of essential qualifications merely does not entitle a candidate to be called for selection process. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the Institute to interview all the candidates. The Institute in such case may restrict the number of candidates to be called for Written Test/Skill Test/Interview/Personal Discussion to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The candidates should therefore, furnish details of all the qualifications(educational/Professional) and experiences possessed in the relevant field, over and above the minimum qualifications prescribed along with documentary evidences.
- 13) **Candidates applying against the lien vacancy post may note that, if selected the appointment will be on lien for a period of one year from the date of joining, which may be extended for further period of one year. Absorption in the present post may be considered, if the present incumbent doesn't revert back to the Institute.**

- 14) **AGE LIMIT** : as on 1st September, 2015
- i) upto 50 years.
 - ii) Relaxations for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.
- 15) Other conditions of service will be governed by GOI norms/IISER Kolkata relevant Bye-Laws, Rules and orders in force from time to time.
- 16) The Institute reserves the right to reject any application without assigning any reason whatsoever.
- 17) No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
- 18) Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post applied for.
- 19) Applications incomplete in any respect and not accompanied by relevant certificates/documents/photographs/DD will be summarily rejected.**

NOTE: ALL CORRESPONDENCES (CALL LETTER, ADMIT CARD, ETC.) WILL BE SENT THROUGH EMAIL.

HOW TO APPLY:

Interested candidates may visit the Institute's website and submit **ONLINE APPLICATIONS** through the website link <http://apply.iiserkol.ac.in/jobs>. The last date of submission of **ONLINE APPLICATION** is **20.09.2015 1700 hours**.

The submission of printed Proforma of the **ONLINE APPLICATION (DULY SIGNED)** along with detailed **BIO-DATA/CV, recent passport size photograph and copies of relevant certificates and other testimonials in support of age, qualification, caste and experience self attested** along with non-refundable **Demand Draft of Rs.500/-** in favour of **Registrar, IISER Kolkata** payable at Kolkata/Mohanpur (**NO FEES FOR SC/ST/PWD as per GOI Orders**) should be sent in closed cover [**IN A-4 SIZE ENVELOP ONLY**] super-scribing "**APPLICATION FOR THE POST OF -----**", so as to reach the office of the **REGISTRAR, IISER KOLKATA, MOHANPUR CAMPUS, MOHANPUR- 741 246, WEST BENGAL on or before (28.09.2015)**. Institute will not be responsible for any postal delay.

कुलसचिव/ Registrar