



भारतीय विज्ञान शिक्षा और अनुसंधान संस्थान कोलकाता

मोहनपुर - 741 246

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA

Mohanpur – 741 246

Ref.No.: IISER-K/Rectt.NT-06/2015/Estt.

Date: 15. 11.2015

(Apply online on or before 30.11.2015)

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 vacancies on Regular/Deputation/Lien:

Sl. No.	Name of Post	Pay Band	GP/AGP (₹)	UR	SC	ST	OBC	Total
1.	Superintendent Engineer	IV	₹8700	1	--	--	--	1
2.	Deputy Librarian	III	₹8000	--	--	--	1	1
3.	Executive Engineer/ Project Engineer cum Estate Officer	III	₹6600	1	--	--	--	1
4.	Assistant Registrar	III	₹5400	1	--	--	1	2
5.	Lady Medical Officer	III	₹5400	--	1	--	--	1
6.	Office Superintendent	II	₹4600	2	--	--	1	3
7.	Junior Superintendent	II	₹4200	1	--	--	1	2
8.	Accountant	II	₹4200	1	1	--	--	2
9.	Junior Engineer(Civil)	II	₹4200	--	--	1	--	1
10.	Junior Engineer (Elect.)	II	₹4200	1	--	--	--	1
11.	Scientific /Tech Assistant	II	₹4200	1	1	--	--	2*
12.	Laboratory Assistant	I	₹2000	--	1	--	--	1
13.	Junior Assistant	I	₹2000	7	--	1	4	12^

NOTE: PB-IV- 37400-67000, PB-III -15600-39100, PB-II -9300-34800, PB -I -5200-20200.

* One post of Scientific /Tech Assistant is reserved for PWD (OH)

^ One post of Junior Assistant is reserved for PWD (HI)

For further details, please visit Institute's website <http://apply.iiserkol.ac.in/jobs>. The last date for submission of **ONLINE APPLICATIONS** is **30.11.2015, 17:00 Hrs.** The last date of receipt of the printed copy of signed **ONLINE APPLICATION FORM** along with enclosures is on or before **07.12.2015**

कुलसचिव/ Registrar

Post Code	Name of Post/ Scale of Pay	GP/AGP (in Rupees)	Educational Qualification & Experience
1.	Superintendent Engineer PB-4, ₹ 37400-67000	₹8700	<p>Essential: Bachelor's Degree or equivalent in Engineering in relevant field from a recognized University / Institute.</p> <p>i) 15 years' experience in relevant field as Engineer / (GP of ₹5400) or higher level from CPWD, State PWD or semi-Govt./PSU Statutory or Autonomous organization/University/ Institutions of national importance/ reputed organization under Central/State Govt. of which 5 years should be as Senior Executive Engineer in the GP of ₹7600 or its equivalent.</p> <p>Desirable: i) Knowledge of Computer-aided Design (CAD) and latest Management Technology/other relevant software. ii) Proven track record of handling construction projects / consultancy in organizations of repute.</p> <p>Experience of working with high tension lines, electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management etc., as relevant to his specialization. Age limit: Not exceeding 55 years</p>
2.	Deputy Librarian PB-3, ₹ 15600-39100	₹8000	<p>Essential: Master's Degree in Library Science/ Information Science / Documentation with CGPA of 6.5 in 10 point scale or at least 60% of the marks or its equivalent grade of 'B' in the UGC seven point scale and a consistently good academic record. Ten years experience as an Assistant University Librarian/ out of which at least 5 years to be in a post with AGP of ₹7000 or an equivalent post. Evidence of innovative Library Service and organization of published work and professional commitment, computerization of library. Age limit: Not exceeding 45 years.</p>
3.	Executive Engineer/ Project Engineer cum Estate Officer PB-3, ₹ 15600-39100	₹6600	<p>Essential: (i) First class degree or equivalent grade in Engineering (Electrical / Civil / Communication) from a recognized University / Institute. ii) 5 years' experience in relevant field as Engineer / Asst. Engineer (in PB-3 and GP of ₹5400) from CPWD / State PWD or similar organized services / semi-Govt. / PSU / Statutory or Autonomous organization / Universities / reputed Institute or organizations under Central / State Govt.</p> <p>Desirable: i) Knowledge of Computer-aided Design (CAD) and latest Management Technology / other relevant software. Proven track record of handling projects / works in reputed organization of relevant magnitude and qualities.</p>

			<p>Experience of working with high tension lines, electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management etc., as relevant to the profession. Age limit: Not exceeding 45 years.</p>
4.	Assistant Registrar PB-3, ₹ 15600-39100	₹5400	<p>Essential: Masters' degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University / Institute with excellent academic record. Experience: At least 3 years of experience in GP-4600 in Academic Institutes, Research Establishment and Universities. Desirable: Qualification in area of Management / Engineering / Law. Experience in handling computerized administration / legal / financial / establishment matters. A Chartered or Cost Accountant degree or diploma for the post of Assistant Registrar (Finance and Accounts). Age limit: Not exceeding 40 years.</p>
5.	Lady Medical Officer PB-3, ₹ 15600-39100	₹5400	<p>Essential: MBBS Degree or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register. Desirable : Three years experience in a reputed hospital. Post Graduate qualification, preferably MD, in General medicine. Age limit: Not exceeding 40 years. Note: 1) The Medical qualifications possessed by the candidates should have the recognition of the Medical Council of India. 2) Completion of compulsory Rotating Internship Certificate, [Registration Certificate, an official document showing name of College / Institution from where degree / diploma has been done and official document showing name of the institution from where experience has been gained are required.]</p>

6.	Office Superintendent PB-2, ₹9300-34800	₹4600	<p><u>Essential :</u> Bachelor's Degree with Honours or equivalent grade from a recognized University or Institute in any discipline Or Master's Degree from a recognized University or Institute with excellent academic record. ii) Knowledge of Computer applications viz. Word processing, Spread Sheet. <u>Office Superintendent (Accounts/Purchase)</u> i) Bachelor's Degree in Commerce with Honours in Accountancy / Finance or equivalent in grade from a recognized University or Institute. Or Master's Degree in Commerce / MBA (Finance) from a recognized University or Institute with excellent academic record. ii) Knowledge of Computer applications viz. Spread Sheet and computer-based accounting software. <u>Experience:</u> 6 years' experience as Junior Superintendent/ Accountant. Age limit: Not exceeding 35 years.</p>
7.	Junior Superintendent PB-2, ₹9300-34800	₹4200	<p><u>Essential :</u> i) Bachelor's Degree with Honours or equivalent grade from a recognized University or Institute in any discipline Or Master's Degree from a recognized University or Institute with excellent academic record. ii) Knowledge of Computer applications viz. Word processing, Spread Sheet. Age limit: Not exceeding 32 years.</p>
8.	Accountant PB-2, ₹9300-34800	₹4200	<p><u>Essential :</u> i) First class Bachelor's Degree in Commerce with Honours in Accountancy / Finance or equivalent in grade from a recognized University or Institute. Or Master's Degree in Commerce / MBA (Finance) from a recognized University or Institute with excellent academic record. i) Knowledge of Computer applications viz. word processing, Spread Sheet and computer-based accounting software. Age limit: Not exceeding 32 years.</p>

09.	Junior Engineer (Civil/Electrical) PB-2, ₹9300-34800	₹4200	<p><u>Essential:</u> First class Diploma in Engineering in relevant field with excellent academic record Or B.E. / B.Tech in relevant field from a recognized University or Institute Age limit: Not exceeding 32 years.</p>
10..	Scientific/Technical Assistant PB-2, ₹9300-34800	₹4200	<p><u>Essential:</u> First class Bachelor's (Honours) Degree in Sciences in relevant subject or equivalent grade from a recognized University/Institute Or First class Diploma in Engineering in relevant field with excellent academic record Or Post-graduate degree in science or B.E. / B.Tech in relevant field from a recognized University or Institute <u>Desirable:</u> PGDCA or equivalent from a recognized Institution. Age limit: Not exceeding 32 years.</p>
11.	Laboratory Assistant PB-1, ₹5200-20200	₹2000	<p>B.Sc. Degree in relevant field from a recognized University/Institute. Age limit: Not exceeding 27 years.</p>
12.	Junior Assistant PB-1, ₹5200-20200	₹2000	<p><u>Essential :</u> Bachelor's Degree in any discipline with proficiency in Computer Word Processing and Spread Sheet. <u>Desirable:</u> Proficiency in other computer skills; computer-based accounting software. Age limit: Not exceeding 27 years.</p>

GENERAL INSTRUCTIONS TO THE CANDIDATES

- 1) The above posts are 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) To apply for any post, the candidate also should have basic knowledge of Hindi.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) 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.
- 8) The qualification prescribed should have been obtained from recognised Universities/ Institutions.
- 9) Application from the candidates working in Central/State Government Departments, PSU and Government Funded Research Agencies must be sent through proper channel.
- 10) 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.
- 11) 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, based on the qualifications and experience higher than that of the minimum prescribed in the advertisement. The candidates should therefore, furnish details of all the qualifications and experiences possessed in the relevant field, over and above the minimum qualifications prescribed along with documentary evidences. The Institute also reserves the right to relax educational qualifications so prescribed for the posts in case of Departmental candidates in terms of DOPT O.M. (FAQs) No. AB.14017/13/ 2013-Esst. (RR) (1349).

12) Relaxation in age:-

- i) Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government
 - ii) SC/ST/OBC as per Central Government Rules.
 - iii) Age bar not applicable to employees working in Academic Institutes, Research Establishment and Universities.
- 13) In case of employees of the Institute who are found to be suitable for the post of Officers / Non-teaching Staff of the Institute, the prescribed qualifications/age may be relaxed or waived.
- 14) If the qualification possessed by the candidate is equivalent, then the authority under which it has been so treated must be indicated and document(s) must be produced.
- 15) Stipulations in respect of Experience and Age may be relaxed in case of exceptionally brilliant candidates on the recommendation of the relevant Selection Committee.
- 16) The choice of the Selecting Authority need not necessarily be confined only to those who formally apply.
- 17) The period of experience rendered by a candidate on part-time basis or contractual or temporary basis will not be counted while calculating the valid experience for short listing the candidates for Officers category for interview.
- 18) Appointments will be made on probation for a period mentioned above against each category or till such time as decided by the Institute. It may be waived or extended in exceptional cases and will be guided by the rules as framed and /or amended from time to time. During or at the end of the period of probation, the services of the concerned Officers, Physical Training Instructor & Technical Assistants may be terminated with one month's notice or with one month's salary in lieu thereof, without assigning any reason thereof. On satisfactory completion of the probationary period the concerned incumbent will be considered for being confirmed in service.
- 19) Service conditions as notified by orders of the Act/Statutes/GOI Service Rules.
- 20) The method of short listing will be based on objective criteria, but may vary from Category to Category; depending on the number of applicants relative to the posts.
- 21) Applicants with grade/grade points (C.G.P.A./ D.G.P.A./ S.G.P.A./F.G.P.A. etc.) should write the percentage equivalent according to the formula used by their Boards/Universities /s. Certification from their Boards/Universities is required in support of their claim. They will be required to justify their percentage equivalent claimed by them at the time of interview and failure of such thing may even lead to cancellation of their candidature or calculation of the percentage equivalent by the Institute itself by whatever method it considers.
- 22) A post may not be filled up, if any suitable candidate is not found.
- 23) No applications shall be considered after the last date. However, application sent through Government Post stamped on or before the last date of submission of application form shall be accepted by the Institute.

- 24) The Institute reserves the right to reject any application without assigning any reason whatsoever.
- 25) No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
- 26) Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post applied for.
- 27) Candidates can also deliver their applications personally at the Institute Office against proper receipt. The Institute will not be responsible for the applications delivered to any other functionary of the Institute.
- 28) **Applications incomplete in any respect and not accompanied by relevant certificates/proof of experience (present & previous)/ other relevant documents, photograph and without fee will be summarily rejected.**
- 29) Reimbursement of T.A. shall be made to the outstation candidates called for the interview only following Institute rules.

NOTE: ALL CORRESPONDENCES (CALL LETTER, ADMIT CARD, ETC.) WILL BE SENT THROUGH EMAIL. The Institute shall not be responsible for any non-receipt of any communication on any account whatsoever. Necessary information regarding short-listing of candidates, interview dates etc. shall be uploaded on the Institute's website from time to time.

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 **30.11.2015, 17:00 HRS**. 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.

The submission of printed Proforma of the **ONLINE APPLICATION (DULY SIGNED)** along with detailed bio-data, recent passport size photograph and self attested copies of relevant certificates and other testimonials in support of age, qualification, caste and experience along with non-refundable **Demand Draft** of [Rs.500/- for Sl. No. 1- 6] and [Rs.200/- for Sl. No. 7-13] 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- 741 246, Dist-Nadia, West Bengal** on or before **(07.12.2015)**. Institute will not be responsible for any postal delay.