



भारतीय विज्ञान शिक्षा और अनुसंधान संस्थान कोलकाता  
मोहनपुर परिसर, पी.ओ.: कृषि विश्वविद्यालय, जिला - नदिया, पिन -741 252, पश्चिम बंगाल  
**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA**  
Mohanpur Campus, P.O.: Krishi Viswavidyalaya, Pin- 741252, Dist. Nadia, West Bengal

Advt. No.: IISER-K/Rectt./01-2013

Date: 06.01.2013

(Apply online on or before 31.01.2013)

**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 science. The Institute is looking for dedicated and committed candidates to fill-up the following vacancies on regular/deputation basis:

Sl. No.	Name of Post	Pay Band (₹)	Grade Pay(₹)	No of Vacancies
1.	Executive Engineer	PB-3: 15600-39100	GP 6600	01
2.	Chief Security Officer	PB-3: 15600-39100	GP 5400	01
3.	Assistant Registrar(Finance & Accounts) <b>(Lien Vacancy)</b>	PB-3: 15600-39100	GP 5400	01
4.	Technical Assistant	PB-2: 9300-34800	GP 4200	02
5.	Scientific Assistant	PB-2: 9300-34800	GP 4200	01
6.	Personal Assistant <b>(Lien Vacancy)</b>	PB-2: 9300-34800	GP 4200	01
7.	Nursing Assistant (Multi skill)	PB-1: 5200-20200	GP 2800	01
8.	Attendant (Multi Skill)	PB-1: 5200-20200	GP 1800	04

For further details, please visit Institute's website <http://apply.iiserkol.ac.in/jobs>. The last date for submission of **ONLINE APPLICATIONS** is **31.01.2013, 17:00 Hrs**. The last date of receipt of the printed copy of signed **ONLINE APPLICATION** form along with enclosures is on or before **11.02.2013**.

Post Code	Name of Post/ Scale of Pay	Grade Pay (in Rupees)	No. of Post	Educational Qualification	Experience
1.	<b>Executive Engineer</b> PB-3 (Rs.15600-39100)	GP 6600	1	1) Degree in Civil Engineering from a reputed Institute with experience in the area of Civil Engineering design and estimation, construction management, maintenance of buildings, roads and drainage systems and handling of major civil project works.  <b>Desirable:</b> (i) Master's Degree in Construction Management or equivalent.	A minimum of 8 years' experience at the level of Assistant Engineer or equivalent in reputed Institutions/firms dealing in construction of multi-crore building projects as per Govt./CPWD norms. The candidate should be proficient in planning, estimation and tendering as per CPWD manual.  Desirable: Work Experience of implementation of a large project having layout of at least Rs. 100 crores or more.
2.	<b>Chief Security Officer</b> (Rs.15600-39100)	GP 5400	1	(i) Bachelor's degree or equivalent degree (ii) A retired/released /in service Officer of Army/Navy/Air Force, <b>OR</b> an Officer from Central Police Organizations like BSF/ CRPF/ ITBP/ CISF/ CIB/ CBI, who is working with the Police Force for a Minimum of 5 years, <b>OR</b> A Dy. Superintendent of Police/ Assistant Commandant of Police, <b>OR</b> a Competent Officer from the above organizations and Watch & Ward or Security Service of any Govt. or autonomous organization or PSU who has served at least 5 years in the PB-2 (₹9300-34800) with Grade Pay of ₹4200, or above.	<b>Desirable:</b> (i) Persons with familiarity with computers, experience in educational, or large organizations (iii) Persons having adequate knowledge of fire fighting, disaster management and skill to tackle labour related problems will be an addition.
3.	<b>Assistant Registrar (Finance &amp; Accounts)</b> <b>The post is against Lien Vacancy.</b> (Rs.15600-39100)	GP 5400	1	A Post graduate degree with at least 55% marks or its equivalent grade with specialization in Finance/Accounts or ICWA/CA/MBA (Finance).	Minimum 5 years of experience, out of which 3 years should be in supervisory capacity, in Accounts/Finance/Audit Branch in Scientific Organisations/ Universities/ Technological Institutes. Exposure to computer based Accounting and Audit will be preferred.
4.	<b>Technical Assistant</b> PB-2 (Rs.9300-34800)	GP 4200	2	A 1 <sup>st</sup> Class Diploma in Civil/Electrical Engineering of 03 Years duration from ay recognised Institute.	<b>Civil:</b> At least 2 years of working experience in construction of multi-crore building projects as per Govt./CPWD norms. The candidate should have working knowledge of planning, estimation and tendering as per CPWD manual. Knowledge of computer application.  <b>Electrical:</b> At least 2 years of experience in electrical installation works for large buildings, distribution of power and maintenance of electrical installations, internal electrification of buildings. Knowledge of computer application.
5.	<b>Scientific Assistant</b> PB-2 (Rs.9300-34800)	GP 4200	1	MSc in Physics/Chemistry/any branch of Life Sciences with at least 60% marks	At least two years relevant experience in fluorescent/confocal microscopy in a laboratory or research institute.
6.	<b>Personal Assistant</b> PB-2 (Rs.9300-34800) <b>The post is against Lien Vacancy.</b>	GP 4200	1	Bachelor's degree or equivalent degree in any discipline with knowledge of computer office applications, proficiency in office application like Word, Excel, Power Point etc. with a speed of 100/30 wpm in English Shorthand/typing.	At least 3 years relevant experience in office management and secretarial practices in Government Educational Institutions/Research Institutes/ Universities.
7.	<b>Nursing Assistant (Multi skill)</b> PB-1 (Rs.5200-20200)	GP 2800	1	Bachelor degree or equivalent with <b>Class I</b> Certified Nursing Assistant Course of minimum one year duration.	Essential: 02 years experience in a reputed hospital of Government/ PSU/ Private Sector.

8.	<b>Attendant (Multi skill)</b> PB-1 (Rs.5200-20200)	GP 1800	4	10th Standard pass/ITI	Preferably 3 years' of relevant experience in educational institutes in the areas of Hostel, Laboratories, Guest House, etc.
----	---	---------	---	------------------------	--

**GENERAL INSTRUCTION TO THE CANDIDATES**

- 1) All the above posts are as per the Central Government pay scales and carry other allowances benefits as admissible to Central Government employees of the respective scale posted in Kolkata/Mohanpur.
- 2) These 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 Institute norms.
- 3) The qualification prescribed should have been obtained from recognized Universities/ Institution.
- 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) 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.
- 6) Application from the candidates working in Government Departments, Public Sector Undertakings and Government Funded Research Agencies must be sent through proper channel.
- 7) Candidates applying for more than one post may apply separately for each post indicating the Name and Code Number of the post with prescribed fee.
- 8) The Institute reserve 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.
- 9) 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.
- 10) The prescribed Qualifications/Experience indicated is bare minimum and mere possession of the same will not entitle the candidates to be called for interview/test. 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 and experience possessed in the relevant field, over and above the minimum qualifications prescribed along with documentary evidences.
- 11) **AGE LIMIT:** Preferably upto 50 years for Code No. 1, upto 45 years for Code No. 2, upto 35 years for rest of the posts (as on the date of publication of this advertisement)
  - i) Relaxations for Government servant's upto 5 years in accordance with the instructions or orders issued by the Central Government.
  - ii) Relaxations in age would be admissible as per Central Government Rules. For employees of IISc/IIMs/IITs/IISERs/NITs/other equivalent Institutions who are educationally qualified can be considered for direct recruitment across the whole IISc/IIMs/IITs/IISERs/NITs/other equivalent systems upto a maximum of 50 years of age for group B and C Posts.
- 12) The Institute employee will be on probation period of one year from the date of joining, which can be extended for further period of one year, if deemed necessary. On successful completion of probation the Institute employee will be confirmed. However, during the period of probation the employee's services are liable to be terminated at any time without assigning any cause with one month's notice or on payment of one month's basic pay in lieu thereof.
- 13) Other conditions of service will governed by GOI norms/ IISER Kolkata relevant Bye-Laws, Rules and orders in force from time to time.
- 14) The Institute reserves the right to reject any application without assigning any reason whatsoever.
- 15) No interim enquiries/ correspondence/communication of any sort will be entertained on the matter.
- 16) Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post applied for.

17) Applications incomplete in any respect and not accompanied by relevant certificate/documents/ photographs/DD will be summarily rejected.

**NOTE:** 1) ALL CORRESPONDENCES (CALL LETTER, ADMIT CARD, ETC.) WILL BE SENT THROUGH EMAIL.

2) For posts at Sl. No. 01, 02 and 03, statement of objectives under the following headings have to be submitted along with the printed copy of the application form in separate sheets (maximum 300 words) :

a) Why do you wish to join IISER Kolkata and

b) How do meet the job requirements as advertised.

**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 **31.01.2013, 17:00 Hrs.**

The submission of printed Proforma of the **ONLINE APPLICATION (DULY SIGNED)** along with detailed bio-data, recent passport size photograph and copies of relevant certificates and other testimonials in support of age, qualification, caste, and experience duly attested along with non-refundable **Demand Draft** of Sl. No. 1-2, **Rs. 500/-** and for rest **Rs.200/-** 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 super-scribing "APPLICATION FOR THE POST OF \_\_\_\_\_, POST CODE \_\_\_\_\_", So as to reach the office of the **REGISTRAR, IISER KOLKATA, MOHANPUR CAMPUS, P.O.: KRISHI VISWAVIDYALAYA, DISTRICT - NADIA, PIN- 741 252, WEST BENGAL, INDIA** on or before **(11.02.2013)**. Institute will not be responsible for any postal delay.

Registrar  
कुलसचिव