



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./02-2013

Date: 21.04.2013

(Apply online on or before 20.05.2013)

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	6600	01
2.	Accountant (<i>Against lien vacancy</i>)	PB-2 9300-34800	4200	01
3.	Office Assistant (<i>Against lien vacancy</i>)	PB-1 5200-20200	2800	01

For further details, please visit Institute's website <http://apply.iiserkol.ac.in/jobs>. The last date for submission of **ONLINE APPLICATIONS** is **17.05.2013, 17:00 Hrs.** The last date of receipt of the printed copy of signed **ONLINE APPLICATION** form along with enclosures is on or before **31.05.2013**.

कुलसचिव/ Registrar

Post Code	Name of Post/ Scale of Pay	Grade Pay (in Rupees)	No. of Post	Educational Qualification	Experience
1.	Executive Engineer PB-3 (Rs. 15600-39100)	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. Desirable: (i) Master's Degree in Construction Management or equivalent.	A minimum of 8 year's 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. Eligible Engineers working in similar capacity in Govt./PSU etc. may also apply under deputation Desirable: Work Experience of implementation of a large project having layout of at least Rs. 100 crores or more.
2.	Accountant Against Lien Vacancy PB-2 (Rs. 9300-34800)	4200	1	Bachelor's Degree in Commerce	For BCom, 8 years experience and for MCom, 5 years experience preferably in Government Educational Institutions/ Universities having sound knowledge of accounts. Persons with 10 years of similar experience in private/corporate sector are also eligible to apply. Working knowledge of accounting software/Tally is desirable. Preference will be given to the candidates having CA/ICWA Inter.
3.	Office Assistant (Multi skill) Against Lien Vacancy PB-1 (Rs. 5200-20200)	2800	1	Bachelor's Degree or equivalent degree in any discipline with knowledge of computer office applications, proficiency in office applications like word, Excel, Power Point etc.	Minimum 2 year's work experience in managing ladies hostel, guest house, hospitality etc., preferably in Govt. Department/ Research organization / Academic Institutions/ University.

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 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 certificates/documents/ photographs/DD (other than SC/ST/PWD) 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 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**
 - b. **How do you 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 **20.05.2013, 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 **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 [**IN A4 SIZE ENVELOP ONLY**] 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 (31.05.2013)**. Institute will not be responsible for any postal delay.

Registrar
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