



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान कोलकाता
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA
(An Autonomous Institution of the Ministry of Education, Govt. of India)
Mohapur- 741 246, District- Nadia, West Bengal

Advt. No.: IISER-K/Admin./ NT-Rec./2025/06

Date: 13/03/2025

VACANCY NOTICE ON DEPUTATION

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (IISER) KOLKATA is a premier autonomous Institute established in 2006 by the Ministry of Education (MoE), Department of Higher Education, Government of India to promote quality education and research in basic sciences.

Applications invited in prescribed pro-forma from eligible Officers of Central/State Government/U.T/Autonomous Bodies/Universities/Public Sector Undertaking/R&D Organizations etc. as applicable to fill the below-mentioned Group 'A' post on **Deputation Basis (including short term contract)** at IISER Kolkata.

Name of Post	Pay Matrix Level	No. of Post	Particulars
Librarian	Pay Level-14	01	Annexure-A

HOW TO APPLY:

Interested candidates who are meeting the eligibility criterion may visit the Institute's website and download the **APPLICATION FORM** through the website link <http://apply.iiserkol.ac.in/jobs>.

The candidates are required to forward **Hard-copy of the filled application form** on prescribed pro-forma along with the self-attested copies of the relevant testimonials, certificates, enclosures etc. before the last date by speed post/registered post/courier, to

**THE DEAN OF ADMINISTRATION
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA
MOHANPUR – 741 246, DISTRICT- NADIA, WEST BENGAL**

The last date for receipt of a **hard copy of the Application Form** on the prescribed pro-forma along with required documents at IISER Kolkata is **12/04/2025, 17:30 Hrs.**

The envelope containing the application should be superscribed as **“APPLICATION FOR THE POST OF LIBRARIAN ON DEPUTATION BASIS (INCLUDING SHORT-TERM CONTRACT)”**.

**Sd/-
Nodal Officer, Recruitment
IISER Kolkata**

Copy to:

1. Office of the Director
2. Registrar's of all IISERs, IITs, NITs, IIITs, CFTIs, CUs and other reputed Institutions/ Organizations for wide publicity
3. Principal Technical Officer (Grade II) – for uploading on the website
4. Deputy Registrar, F&A
5. PRO – for publishing in the Newspapers
6. Office copy

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Librarian:

1.	Name of the Post	Librarian
2.	Number of Posts	01 (One)
3.	Classification	Group "A"
4.	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-14
5.	Whether Selection post or on-Selection Posts	Selection as per statutes no. 16 on Direct Recruitment / Deputation / Short-term contract
6.	Age Limit for Direct Recruits/ Deputation / Short-term contract	56 Years
7.	Minimum Educational qualifications and experience required for Direct Recruits/ Deputation/ Short-term contract.	1) Master's Degree in Library Science/Information Science/ Documentation Science with at least 55% marks or an equivalent grade in a point scale wherever the grading system is followed. 2) A Ph.D. Degree in library science / information science / documentation / archives and manuscript-keeping. 3) Evidence of innovative library services, including the integration of ICT in a library. 4) At least 10 years as Dy. Librarian (Acad. Pay / GP Level-12, including a minimum 3 years of experience in Acad. Pay/GP Level-13A) in the Library of any Technical University, Educational Institute of National importance, or any other large Technical Library.



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INFORMATION FOR THE CANDIDATES

- 1) The terms and conditions of the appointment on deputation will be governed by the guidelines in Gol /DoPT Letter No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, and as amended from time to time.
- 2) The period of deputation, shall be 3 (three) years from the date of commencement of the deputation, extendable up to a maximum period of 5 years with the approval of the Competent Authority or as per DoPT guidelines as amended from time to time.
- 3) Service conditions shall be as notified by Gol orders/Act/Statutes/ Service Rules and relevant Bye-Laws, Rules and orders issued by IISER Kolkata from time to time.
- 4) Appointment to the above post will be subject to the candidate being medically fit as per the standards prescribed for the post by IISER KOLKATA and verification of character & antecedents and/or documents submitted by the candidate at the time of appointment or any time during the tenure of service. In case it is detected that the documents submitted by the candidate are fake/false or the candidate has a clandestine antecedent/background and has suppressed the said information, then his/her service shall be terminated forthwith.
- 5) Age relaxation shall be as per Gol norms.
- 6) The crucial date for determining the age-limit shall be the last date for receipt of applications from candidates.
- 7) The other eligibility criteria will be regulated as per the relevant Recruitment Rules/DoPT instructions as applicable.
- 8) The officers who fulfill the above qualifications/eligibility criteria may submit their application in the prescribed pro-forma at **Annexure-I** through proper channel to **THE DEAN OF ADMINISTRATION, INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA MOHANPUR – 741 246, DISTRICT- NADIA, WEST BENGAL.**
- 9) The envelope containing the application should be super scribed as “**APPLICATION FOR THE POST OF LIBRARIAN ON DEPUTATION BASIS (INCLUDING SHORT-TERM CONTRACT)**”.
- 10) While forwarding their applications, it may be ensured that the particulars of the candidates are verified and that they fulfill the eligibility conditions. The qualification/eligibility prescribed is minimum requirement and the same does not automatically make candidate eligible for selection. Based on bio-data, the candidates will be shortlisted and only shortlisted candidates will be called for interview/further selection process, as may be deemed fit. Application without Vigilance Clearance and attested copies of APAR/CR Dossiers will not be considered. Application of eligible officers who can be spared in the event of the selection may be forwarded through proper channel at the address given above within **12/04/2025, 17:30 Hrs** along with (a) attested copies of the up-to-date APARs/ACRs for last five (05) years; (b) Vigilance Clearance Certificate clearly indicating that no disciplinary or criminal proceedings are either pending or contemplated against the officer concerned; (c) Statement showing the minor/major penalties imposed in last 10 years, if any, and (d) Integrity Certificate. The candidates have to produce all relevant original documents as proof of details furnished in their application at the time of interview/further selection process.
- 11) The last date for receipt of completed application on the prescribed pro-forma along with required documents through proper channel is **11/03/2025, 17:30 Hrs.**
- 12) In case of Officers already on deputation, the applicants of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance



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Clearance and Integrity Certificate.

- 13) Applications received otherwise than through proper channel or received after stipulated period will not be considered.
- 14) Any corrigendum or revision and addendum, if so, of the advertisement or any other information regarding this recruitment will be posted on the Official website of IISER Kolkata only. Candidates are advised to visit institute website i.e. <https://www.iiserkol.ac.in> regularly for updated information in this regard.

INSTRUCTIONS TO THE CANDIDATES

- 1) The post is entitled to the Pay corresponding to 7th CPC Pay Matrix and carry allowances/benefits as admissible to Central Government employees posted in Kolkata.
- 2) Persons appointed in the said posts will be covered under National Pension Scheme of Govt. of India and will be eligible for other benefits like Medical, LTC, etc. as per Institute/ Govt norms.
- 3) The cut-off date for ascertaining the age and experience will be the last date of received of hard copy of application.
- 4) Candidates have to produce the original documents at the time of or before appearing in Test/Interview for verification.
- 5) Incomplete applications shall be summarily rejected.
- 6) The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- 7) The candidate should not have been convicted by any Court of Law.
- 8) It is the responsibility of the candidates to assess his/her own eligibility for the post for which he/she is applying in accordance with the notification. In case, it is detected at any point of time in future during process of selection or even after appointment that candidate was not eligible as per prescribed qualification, experience etc, which could not be detected at the time of selection due to whatever circumstances, his/her candidature/appointment shall be liable to be cancelled/ terminated as the case may be.
- 9) If any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the notification, candidature of the candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining.
- 10) In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to this appointment, he/she will be liable to be repatriated and any action taken as deemed fit by the Appointing Authority.
- 11) Mere issue of Interview call letter will not imply acceptance of candidature.
- 12) All correspondences (CALL LETTER, ADMIT CARD, ETC.) will be sent through email. Applicants should invariably provide active Mobile Numbers. and E-mail addresses so that the Institute can contact them at short notice. Necessary information regarding short-listing of candidates, interview dates etc. shall be uploaded on the Institute's website from time to time. In case of any corrigendum/ addendum pertaining to this notification, the same shall be published in the Institute's website only.
- 13) No correspondence whatsoever will be entertained from the candidates regarding postal delays/email communications, conduct and result of interview and reasons for not being called for interview or selection.
- 14) The Competent Authority reserves the right of any amendment, cancellation and changes to



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this advertisement as a whole or in part without assigning any reason or giving notice.

- 15) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Competent Authority of IISER Kolkata in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview will be final and no query or correspondence will be entertained in this connection from any individual or his/her agency.
- 16) Records of the non-selected candidates shall not be preserved beyond six months from the date of formation of select list.
- 17) Canvassing of any kind will be a disqualification.
- 18) Any dispute with regard to selection/ recruitment process shall be subject to Courts/Tribunals having jurisdiction over IISER Kolkata.

Sd/-
Nodal Officer, Recruitment
IISER Kolkata

Note: For any assistance or clarifications please contact jobs@iiserkol.ac.in and for any updates please visit the Institute website i.e. www.iiserkol.ac.in