



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)
Mohanpur- 741 246, District- Nadia, West Bengal

Advt. No.: IISER-K/ Admn./ NT-Proj. Mode/2025/07

Date: 13.03.2025

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

The Institute is looking for a dedicated and committed candidate to fill the following temporary position **on Contract (co-terminus basis) under project mode:**

Name of the Contractual Position	Consolidated Salary Per month (in Rs.)	No. of Post	Age	Particulars
Officer on Special Duty (Administration)	80000/- (Eighty Thousand only)	01	Not exceeding 62 years	Annexure-A

Engagement in the above post will initially be for one (1) year, which may be renewed for a maximum of up to three (3) years on a yearly renewal basis in the same consolidated salary.

HOW TO APPLY:

Interested candidates may visit the Institute's website <http://apply.iiserkol.ac.in/jobs>. for details. The candidates meeting eligibility criteria may apply by filling out the prescribed **APPLICATION FORM** available on the website.

The duly filled **Hard-copy of the application form** along with necessary documents (as mentioned in Annex 1) should be sent to

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

The last date to receive the **Hard-Copy of the Application Form with supporting 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 _____”**.

Sd/-
Nodal Officer, Recruitment
IISER Kolkata

Copy to:

1. Office of the Director
2. Registrars 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, and media handlers of IISER Kolkata
4. Deputy Registrar, F&A
5. PRO – for publishing in the Newspaper
6. Office copy

1.	Name of the Post	Officer on Special Duty (Administration)
2.	Number of Positions	01 (One)
3.	Consolidated Salary Per month	Rs. 80,000/- (Rupees Eighty thousand only)
4.	Maximum Age Limit	Not exceeding 62 years
5.	Minimum educational / essential qualification and experience required	<p>Eligibility Conditions:</p> <p>A. Minimum Educational Qualification Master's Degree in with at least 55% marks or equivalent (or equivalent grade point average) from a recognized University/ Institute.</p> <p>B. Essential Experience: A. Minimum of 10 years of working experience in Administration, preferably in Higher educational Institutions of National Importance like IISERs IITs, NITs, etc. Out of which 5 years should be as Deputy Registrar at the Pay level 12 in the pay matrix (78800- 209200) supervising division and handling administrative and service matters related to personnel file management, including recruitment and promotion.</p> <p>Desirable: The candidate should be: (a) Conversant computer operation related to Administration Software-Governance Portals, ERP systems and Microsoft Office. (b) Conversant with Procurement of goods and services as per the regulations/guidelines issued by the Govt. of India, CVC guidelines, handling of legal matters and RTIs etc. (c) Conversant in-service rules & regulations and acts, norms and guidelines governing education/ research Institutions in India.</p>
6.	Job Descriptions and Responsibilities	<ul style="list-style-type: none"> • Handle personnel management, including recruitment and promotions, and service records of staff. • General supervision of Divisions and adherence to General Administration Office Rules and Procedures. • Preparation of Salary increment documents, Pension and Retirements, Grievances, CPGRAMS, RTI, legal issues, etc. • Manages correspondence with the Ministry of Education and external agencies. • Procurement of goods and services as per the regulations/guidelines issued by the Govt. of India, including tendering. • Any other duty as assigned by the competent authority from time to time.



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GENERAL CONDITIONS AND INSTRUCTIONS FOR APPLYING

PAY & BENEFITS:

- 1) The above contractual position is purely temporary and co-terminus under project mode.
- 2) Persons appointed in the said positions will not be entitled to any service benefit/ compensation/ absorption/ regularization of service in this Institute.

Age Limit:

The Maximum age limit prescribed for the post will be reckoned as on the closing date of the application.

GENERAL CONDITIONS:

- 1) The candidate must be a citizen of India.
- 2) The appointment will be governed by the Rules and Regulations of the Govt. of India/ Acts and Statutes applicable for the contractual/temporary staff of the Institute.
- 3) Appointment to the above post will be subject to the candidate being medically fit with a medical fitness certificate (to be submitted at the time of joining) and verification of character & antecedent undertaking submitted by the candidate at the time of appointment. In case it is detected at any stage 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 contractual service shall be terminated forthwith.
- 4) No interim enquiry will be entertained in this respect. However, candidates are advised to keep visiting the Institute website <https://apply.iiserkol.ac.in/career.html> for any updates in this regard.
- 5) This position is purely temporary. The selected candidate will have no claim for regular appointments at IISER Kolkata.
- 6) The contractual appointment of a candidate is of a temporary nature, and the appointment can be terminated at any time by the Institute Authority without assigning any reason.
- 7) In case of any dispute in the process of selection, the decision of the Director IISER Kolkata shall be final and binding.

QUALIFICATION & EXPERIENCE:

- 1) The qualification prescribed should have been obtained from recognized Universities/ Institutions.
- 2) If the candidate's qualification is equivalent, then the authority under which it has been so treated must be indicated, and document(s) must be produced.
- 3) 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. Certification from their Boards/Universities is required in support of their claim.
- 4) The prescribed essential qualifications and experience are the minimum, and mere possession of the same does not entitle candidates to be called for test/interview/discussion. The Institute reserves the right to screen and shortlist applications based on academic and professional attainments and shortlist who may/will be interviewed.



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RECRUITMENT & SELECTION:

- 1) The cut-off date for ascertaining age and experience will be the last date of received of hard copy of application.
- 2) Candidate should possess the qualification and experience etc. laid down in the advertisement. The application should be supported by duly attested valid age proof, degree certificate, etc. The qualification, experience claimed and age limit prescribed will be reckoned as on the last date of receipt of application.
- 3) If any information provided by the candidate is found to be false or not in conformity with the eligibility criteria mentioned in the notification, the candidate's candidature is liable to be rejected at any stage of the recruitment process or after recruitment or joining.
- 4) The mere issue of an Interview call letter will not imply acceptance of candidature.
- 5) The Institute reserves the right to withdraw the advertised position at any time without assigning any reason.
- 6) No correspondence whatsoever will be entertained from the candidates regarding postal delays/email communications, conduct and result of the interview and reasons for not being called for interview or selection.
- 7) In case of any dispute that may occur in the process of selection, the decision of the Competent Authority of IISER Kolkata will be final, and no query or correspondence will be entertained in this connection from any individual or his/her agency.
- 8) Any dispute with regard to the selection/ recruitment process shall be subject to Courts/Tribunals having jurisdiction over IISER Kolkata.
- 9) Records of the non-selected candidates shall not be preserved beyond six months from the date of formation of the select list.

INSTRUCTIONS TO THE CANDIDATES:

- 1) No TA/DA shall be admissible for appearing at the Interview and joining the contractual appointment under Project Mode.
- 2) Candidates must read the entire notification and relevant rules/provisions and ensure they are eligible according to the criteria stipulated in the notification before applying.
- 3) (a) Candidates working in Central/State Government Organizations/Departments, Autonomous bodies/ PSU and Government Funded Research Agencies must forward the filled-in offline application through the proper channel or produce NOC during the test/interview/discussion if called for.
(b) Duly attested photocopies of the up-to-date APAR/Confidential Reports (for the last 05 years), Vigilance Certificate and No Penalty Certificate i.e. no major/minor penalties have been imposed on the candidates concerned during the last 10 years of service to be submitted along with the Application, if applicable.
(c) Applications without Vigilance Clearance, Integrity Certificate, No Penalty Certificate and APAR/ CR Dossiers will not be considered. Retired employees must submit the Retirement Order and the Application Form wherever applicable.
(d) Equivalency of posts: The equivalency of posts shall be determined in terms of the original duties (Job Functions) assigned to the post and the pay scale/pay level attached to the post. Any additional responsibilities discharged other than the original job functions assigned to the posts shall not be considered equivalent to the full experience required in the specified position.
(e) IDA and CDA Scales: The pay equivalency certificate issued in the prescribed format along with Pay Revision Commission's (PRC) document shall only be accepted for determining the equivalency of IDA scales with CDA scale as prescribed under essential experience.
- 4) Candidates have to produce the original documents at the time of or before appearing in the Test/Interview for verification.



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- 5) All correspondence (CALL LETTER, ADMIT CARD, ETC.) will be sent via email only. 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 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.
- 6) Incomplete applications shall be summarily rejected.
- 7) The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- 8) Canvassing in any form will lead to the cancellation of the candidature of the candidate.
- 9) No telephonic enquiries or requests will be entertained in this regard.

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

Sd/-
Nodal Officer, Recruitment
IISER Kolkata