

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

Date: 17-07-2025

VACANCY NOTICE ON DEPUTATION (IN SHORT TERM CONTRACT)

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (IISER KOLKATA) is an Institute of National Importance established by an Act of Parliament under the aegis of the Government of India, Ministry of Education, Department of Higher Education, New Delhi. IISER Kolkata invites applications from among the eligible officials of the Central Govt. organizations/State Govt. organizations/Central Autonomous bodies/Govt. Research establishments/Universities/Govt. organizations of high repute for filling up the following posts on deputation basis for a period of three (3) years and extendable to two (2) more years.

Sl. No	Name of Post	Pay Matrix (7th CPC)	Vacancies	Age limit	Remarks
1.	Deputy Registrar	Level-12	01	50 years	Annexure-A
2.	Executive Engineer (Electrical)	Level-11	01	50 years	Annexure-B

HOW TO APPLY:

- Interested candidates who are meeting the eligibility criterion should apply on online using the following link <https://iiserkolnt.samarth.edu.in/index.php/site/login> till **18th August 2025 (Monday)**.
- After submission of the online application form, the printed/ hard copy of the submitted online application form along with the uploaded testimonials should be received at IISER Kolkata on **18th August 2025 (Monday) at 17:30 Hrs.** to the following address:

The Dean (Administration)
Indian Institute of Science Education and Research Kolkata
Mohnapur, Nadia District, Pin – 741246

- For any assistance or clarifications please contact jobs@iiserkol.ac.in and for any updates please visit: <https://apply.iiserkol.ac.in/jobs/>

Sd/-
Nodal Officer, Recruitment
IISER Kolkata

Annexure-A

1. Deputy Registrar:

1.	Name of the Post	Deputy Registrar
2.	Number of Posts	As per sanctioned strength
3.	Classification	Group 'A'
4.	Scale of Pay (Band Pay, Grade Pay/ Pay Level)	Pay Level-12
5.	Whether Selection Post or non- Selection Posts	Selection
6.	Age Limit for Direct Recruits / Deputation /Short-term contract	50 Years
7.	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short- term contract.	<p>Educational Qualification: Master's Degree with at least 55% of the marks or an equivalent grade in a point scale and</p> <p>Experience: Five years administrative experience as Assistant Registrar in Pay Level-10 (pre revised PB -3: GP 5400) or equivalent post in Government/Government Research Establishment/ Universities/ Statutory Organizations/ Government Organisation of High repute.</p> <p>Desirable:</p> <p>The candidate should be:</p> <ol style="list-style-type: none"> 1. Conversant in computer operations related to Administration Software-Governance Portals, ERP systems and Microsoft Office. 2. Conversant with the Procurement of goods and services as per the regulations/guidelines issued by the Government of India, CVC guidelines, handling of legal matters, RTI, etc. 3. Conversant in-service rules & regulations, and acts, norms and guidelines governing education/ research Institutions in India.

2. Executive Engineer (Electrical):

Annexure-B

1.	Name of the Post	Executive Engineer (Electrical)
2.	Number of Posts	As per sanctioned strength
3.	Classification	Group 'A'
4.	Scale of Pay (Band Pay, Grade Pay/ Pay Level)	Pay Level-11
5.	Whether Selection Post or non-Selection Posts	Selection
6.	Age Limit for Direct Recruits/ Deputation / Short-term contract	50 Years
7.	Minimum educational qualifications and experience are required for direct recruits / deputation / short-term contracts.	<p>First-class Bachelor's degree in Electrical Engineering from a recognized University/ Institute.</p> <p>Experience:</p> <p>10 years of experience at the level of Assistant Engineer or equivalent position in Pay Level -7 or above;</p> <p style="text-align: center;">OR</p> <p>5 years of experience as Assistant Executive Engineer or equivalent position in Pay Level-10 or above, in a reputed Govt. Institutions/ Public Works Organizations / PSUS, etc., dealing in the construction of building projects as per the Govt. / CPWD norms</p> <p>Desirable:</p> <p>Experience in the installation, operation, and maintenance of HVAC systems is desirable.</p>

GENERAL INSTRUCTIONS

- 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>.
- Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria, etc., laid down in the advertisement before applying for these posts. Since all the applications will be screened on the basis of data submitted by the candidate in the application form, the candidates must satisfy themselves of the eligibility for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.

3. The date of reckoning eligibility/ experience/ age will be counted as on the last date of submission of online application form (18/08/2025) of the Advertisement.
4. The certificates of work experience should be in proper format, i.e. it should clearly state his/her designation, period of service in the particular organisation, nature of work assignment(s) and the pay. The experience letter should be on the organization's letterhead and bear the Date of issue, the Name and Designation of the issuing authority, along with their Signature and Stamp.
5. In addition to the Matrix as per 7th CPC as mentioned, the posts carry the usual allowances at par with those admissible under IISER Kolkata rules in the corresponding Pay Matrix. The other terms and conditions of the appointment on deputation will be governed in accordance with the guidelines issued by the Department of Personnel and Training vide OM No. No. 6/8/2009-Estt. (Pay II) dated 17th June, 2010 and as amended from time to time.
6. The Institute has the right to decide the mode of screening and testing the applicant for shortlisting and selection. In case of any inadvertent mistake in the process of selection, which may be detected at any stage, even after the issue of the Appointment letter, the Institute reserves the right to modify/ withdraw/cancel any communication made to the candidates.
7. The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right to reject any or all the applications without assigning any reasons.
8. Calling a candidate for the interview merely indicates that it is felt that he/she, with others, may be suitable for the post and conveys no assurance whatsoever that he/she shall be recommended or selected or his/her conditions specified in the application shall be accepted.
9. IISER Kolkata reserves the right not to fill up any or all advertised posts, or cancel the advertisement in whole or in part without assigning any reason. The decision of the Institute in this regard shall be final.
The Institute strives to have a workforce which reflects gender balance, and women candidates are encouraged to apply.
10. In case of any dispute/ ambiguity/ confusion that may occur in the process of selection, the decision of the Director, IISER Kolkata, shall be final.
11. Incomplete applications and applications received after the last date will be summarily rejected.
12. Candidates are advised to mention their correct and active email address in the application, as all the correspondence, like issuance of call letter or any other information, will be communicated through e-mail only.
13. Any legal dispute with regard to the Selection/ Recruitment process will be subject to the courts having jurisdiction over Kolkata.
14. All information/corrigendum related to this advertisement/updates on recruitment shall be posted only on the Institute's website viz. [https:// apply.iiserkol.ac.in/jobs/](https://apply.iiserkol.ac.in/jobs/). The candidates are advised to check the Institute's website on a regular basis.
15. No correspondence or query will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of the Interview, selection process, etc.
16. 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 18/08/2025, 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 (e) Experience certificates / Educational certificates/Proof of DOB/Certificate by the Employer, etc. 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.

The last date of receipt of the printed/ hard copy of the submitted online application form along with the uploaded testimonials is 18th August 2025 (Monday) at 17:30 Hrs.

Sd/-
Nodal Officer, Recruitment
IISER Kolkata

The following format for the Certification by the Employer/Cadre Controlling Authority is to be uploaded on the application portal at the time of submitting the application along with other required documents.

(To be printed in letter Head of the Institute / Organization)
Certification by the Employer/ Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses the educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

Also certified that:

- There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt
- His/ Her integrity is certified.
- His/ Her CR Dossier in original is enclosed/ photocopies of the APAR s /ACRs for the last Five (5) years, duly attested by an officer of the rank of Under Secretary of the Govt. of India or above, are enclosed.
- No major/minor penalty has been imposed on him/her during the last 10 years, or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (As the case may be.)

Countersigned
(Employer/Cadre Controlling Authority with Seal)