



भारतीय विज्ञान शिक्षा एि अनुसंधान संस्थान कोलकाता

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA

(An Autonomous Institution, Under the Ministry of Education, Government of India) मोहनपुर,
नादिया, पदिम बंगाल / Mohanpur, Nadia, West Bengal - 741246

Advt. No.: IISER-K/ Admn./ NT-Rec./2025/08

Dated 08-09-2025

**RECRUITMENT TO THE POST OF LIBRARIAN ON DIRECT RECRUITMENT / DEPUTATION
(ISTC) BASIS.**

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 eligible candidates for the post of Librarian to be filled on a **Deputation/Direct Recruitment** basis.

S. No	Name of Post	Pay Matrix as per 7th CPC	No. of Vacancies	Age limit	Remarks
1	Librarian	Level-14	01	56 years	Annexure-A

HOW TO APPLY

- Interested candidates who meet the eligibility criteria should apply online using the following link: <https://iiserkolnt.samarth.edu.in/index.php/site/login> . **The last date for receiving applications will be thirty (30) days from the date of publishing the advertisement in the Employment News.**
- After submission of the online application form, the printed/hard copy of the submitted form, along with the uploaded testimonials, must be sent to IISER Kolkata within thirty (30) days from the date of publishing the advertisement in the Employment News.

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

1. Librarian

Name of the Post	Librarian (Group A)
Number of Posts	01 (UR)
Scale of Pay	Pay Level-14
Age Limit for Direct Recruits / Deputation / Short-term contract	56 years
Minimum Educational qualification and experience required for Recruits / Deputation / Short contract	<p>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.</p> <p>2) A Ph.D. Degree in library science/information science/documentation/archives and manuscriptkeeping.</p> <p>3) Evidence of innovative library services, including the integration of ICT in a library.</p> <p>4) At least 10 years as Dy. Librarian (Acad. Pay/ GP Level-12, including a minimum of 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.</p>
Period of Probation, if any. (For Direct Recruits)	One Year
Superannuation Age (For Direct Recruits)	62 Years
Period of Deputation (For Candidates applying on Deputation (ISTC) basis.	Initially for a period of 03 years, which can be extended for a period not exceeding five years or till the age of superannuation in the parent cadre, whichever is earlier.

(Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates.)

GENERAL INSTRUCTIONS

1. Candidates must be citizens of India.
2. Interested candidates who meet the eligibility criteria may visit the Institute's website and download the APPLICATION FORM through the website link <http://apply.iiserkol.ac.in/jobs>.
3. 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 incorrect information, their candidature will be rejected.

4. The date of reckoning eligibility/ experience/ age will be counted on the closing date of the Advertisement.
5. Hardcopy of the application on the prescribed pro-forma along with photocopies of all the relevant certificates (Educational certificates/Experience certificates/Proof of DOB/Certificate by the Employer (in case of Deputation), NOC from Employer, Vigilance Clearance Certificate that no Disciplinary/Vigilance case is pending or contemplated against the officer, the complete and up-to-date photocopies of CR dossiers/Assessment reports of the officers for the last 5 years, duly attested by an officer not below the rank of undersecretary on each page (for candidates applying on Deputation basis), etc.) shall be forwarded through the Proper Channel.
6. The above-mentioned documents/ Certificates are mandatory; otherwise, his/her candidature shall not be considered. 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 organisation's letterhead and bear the Date of issue, the Name and Designation of the issuing authority, along with their Signature and Stamp.
7. **Fee: A Non-refundable fee of Rs. 1,000/- to be paid through the payment gateway. No application fees for SC/ST/PWD/Women candidates as per GOI Orders.**
8. 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.
9. All educational qualifications must only be from a recognised Board/University/Institute.
10. Relevant experience gained after the minimum qualifying degree will only be taken into consideration. 'Relevant experience' means experience related to the area of the post advertised. The Screening cum-Shortlisting Committee will determine the relevancy of experience, and its decision shall be final and binding.
11. 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.
12. 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.
13. 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.
14. 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.
15. All details furnished in the application will be treated as final, and no changes will be made at any stage later. The applicant will be solely responsible for the entries made in the application form.
16. Application incomplete in any respect and not accompanied by requisite certificates, proof of payment of application fee, etc., including those received after the last date, will be summarily rejected.
17. Reservation Policy and Age relaxation are as per the Government of India norms.
18. The candidate should also have basic knowledge of Hindi. The written test(s)/Professional Competence Test/ Skill Test will be conducted only in ENGLISH, and the candidates can speak in English/Hindi during the Personal Interview.
19. 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.
20. Candidates are advised to mention their correct and active email address in the application, as all the correspondence, like issuance of Admit Card or any other information, will be communicated through e-mail only.
21. IISER Kolkata will retain data of applications received from non-shortlisted candidates only for a period of six months after completion of the recruitment process, i.e the declaration of final results. Thereafter, no queries on the subject shall be entertained.

22. 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.
23. 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.
24. Any legal dispute with regard to the Selection/ Recruitment process will be subject to the courts having jurisdiction over Kolkata.

The last date of receipt of the printed/ hard copy of the submitted online application form is within thirty (30) days from the date of publishing the advertisement in the Employment News.

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

FOR CANDIDATES APPLYING ON DEPUTATION

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 letterhead 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:

- i. There is no vigilance or disciplinary case pending/ contemplated against
Shri/Smt ii.

His/ Her integrity is certified.

- iii. 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.
- iv. 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)**