

Advt. No.: IISER-K/Admn/NT-03/2026

Dated 01.09.2026

Recruitment Notice for Non-Teaching Position

The Indian Institute of Science Education and Research (IISER) Kolkata, an Institute of National Importance under the Ministry of Education, Government of India, established to promote excellence in education and research in the basic sciences, invites applications from eligible Indian nationals for the following post to be filled through **Direct Recruitment**:

Sl. No	Name of Post	Group	Pay Level (as per 7 th CPC)	No. of Vacancy	Category	Upper Age limit
1	Private Secretary	B	Level-7	01	UR	38

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>.

Opening date for submission of online application:	01.09.2026
The last date for receiving ONLINE applications	21.09.2026, 5.30 pm
The last date of receipt of application at IISER Kolkata	28.09.2026, 5.30 pm
The crucial date for determining age/qualification/experience	21.09.2026

Note: Any corrigendum/changes/updates shall be made available only on the Institute's website <https://apply.iiserkol.ac.in/jobs/>. The candidates are advised to check the Institute website on a regular basis for updates, if any.

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The essential, desirable qualifications and experience for post(s) mentioned above are as under:

Name of the Post	Private Secretary
Number of Posts	UR-01
Classification	Group 'B'
Scale of Pay (as per 7 th CPC)	Pay Level-7
Upper Age Limit	38 years
Minimum Educational qualifications and experience	Educational Qualification: 1. Master's degree with 50% marks with an excellent command over the English language. 2. Computer key depression speed equivalent to 60 words per Minute. 3. 1-year Diploma / Proficiency certificate in Computer and Office applications from a recognized Institute. Experience: 5 years of relevant experience in Govt. organizations in Pay Level-6 or above. Desirable: Sound knowledge of English stenography/shorthand with the speed of 100 words per minute.
Desirable job requirements	The position is for Director's Secretariat. The applicant should have experience of serving as Personal Assistant/Private Secretary to a Director, Dean, Registrar, or equivalent senior functionary in an IIT, IISER, NIT, Central University, National Laboratory, or other Centrally Funded Technical Institution. Experience in handling confidential files, VIP references, statutory body matters, high-level administrative correspondence, managing the Director's appointments, coordinating meetings, preparing agendas/minutes, drafting of official notes, arranging travel and hospitality, and maintaining records in a digital office environment with working knowledge of e-Office, MS Office applications, virtual meeting platforms and office automation systems. The candidate should have good communication and presentation skills.

GENERAL INSTRUCTIONS AND OTHER TERMS CONDITIONS

Pay & Benefits:

- 1) The posts are entitled to the Pay corresponding to 7th CPC Pay Matrix and carry allowances/ benefits as admissible to Central Government employees posted in Kolkata. Pay will be fixed

in the Pay Level as advertised against the post.

- 2) Persons appointed in the said post will be covered under New Pension Scheme of Govt. of India and will be eligible for other benefits like Medical, LTC, etc. as per Institute/GoI norms, as amended from time to time.

General Service conditions:

- 3) Candidates must be citizens of India.
- 4) Appointment will be made on probation for a period of **one year** for all regular positions, which may be extended further as deemed necessary. During the period of probation, the services may be terminated, without assigning any reason thereof. On satisfactory completion of the probationary period the concerned incumbent will be considered for being confirmed in service.
- 5) Service conditions shall be governed by Act/Statutes/GoI orders/Service Rules and relevant Bye-Laws, and orders issued by IISER Kolkata from time to time.
- 6) 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.
- 7) The Persons with Disabilities (PwD) of following category with minimum 40% disability are eligible to apply. The Institute follows all instructions on PwBD as amended from time to time issued by the Government of India.

Sl. No	Name of Post	Physical Requirements	Categories of Disabled suitable
1	Private Secretary	Sitting, Standing, Bending, Walking, Seeing, Hearing, Communication, Reading and Writing,	One Arm, One Leg, Low Vision, Hearing Impaired

Note: Categorization of PwBD (a, b, c, d & e sub-categories):

- a) blindness and low vision;
- b) deaf and hard of hearing;
- c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- d) autism, intellectual disability, specific learning disability and mental illness;
- e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.

Age Limit:

- 8) The Maximum age limit for the post shall be as per RCPP-2023. For Institute's employees (all categories, e.g. regular, contractual, and outsourced), there will be no upper age limit.

However, at least a year of service has to remain on the last date of submission of application till superannuation of the internal candidate.

- 9) Age relaxation will be as per Government of India norms, as applicable from time to time.
- 10) The SC/ST/OBC (NCL) candidates who apply against Unreserved (UR) posts will not be eligible for age relaxation.
- 11) The community or category status of an applicant, as declared shall determine his/her eligibility for relaxation benefits with valid supporting document, if any applicable. Any subsequent change in community or category status, for any reason, shall not be recognized for the purpose of this selection process.

Qualification & Experience:

- 12) The qualification prescribed should have been obtained from recognised Universities/ Institutions.
- 13) If the qualification possessed by the candidate is equivalent, then the authority under which it has been so treated must be indicated and document(s) must be produced. Similarly, candidate should produce equivalent certificate in case of experience authenticated by the concerned office/department.
- 14) If applicant is working in IDA/ CDA and other pay scale, he/she must upload the equivalency certification as per 7th CPC Pay Matrix for consideration of the Scrutiny Committee and also produce the same at the time of document verification process and/or any other time during the selection process.
- 15) 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.
- 16) Post-Graduation Degree of minimum two (02) years duration and Under Graduate Degree of minimum three (03) years duration shall be considered for further processing.
- 17) 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.
- 18) The period of experience rendered by a candidate on part-time basis or contractual or temporary basis or outsourced will not be counted while calculating the valid experience for short listing the candidates for written test.

Selection Methodology:

19) Stage-1: Shortlisting of the online applications:

The applications received shall be screened by an Institute-level Scrutiny Committee for shortlisting candidates to be called for the Skill Test/ Computer Skill Test, at Stage-2.

In the event of a large number of applications, the Scrutiny Committee may, based on the desirable qualifications, relevant experience, and other prescribed criteria, adopt

appropriate shortlisting criteria to restrict the number of candidates to be called for the Trade Test/Computer Skill Test. The decision of the Competent Authority, based on the recommendations of the Scrutiny Committee, shall be final and binding.

The scrutiny of applications shall be carried out prima facie on the basis of the information furnished by the candidates in the online application form. Candidates shall be solely responsible for the accuracy and completeness of the information provided. Any discrepancy, inconsistency, incorrect or false information, or suppression of material facts detected at any stage of the recruitment or appointment process shall render the candidature liable to rejection/cancellation.

The decision of the Scrutiny Committee involved in the shortlisting process shall be final. No interim correspondence, representation, or enquiry regarding the shortlisting process shall be entertained.

20) Stage-2: Skill Test / Trade Test:

At this stage, the Institute may conduct a Computer Skill Test and Trade Test (Stenography), on a qualifying basis for all candidates shortlisted at Stage-1, with a view to further shortlisting the candidates and bringing them to a common level for consideration at the subsequent stage. The marks/grades obtained in such tests shall not be carried forward or given any weightage at Stage-3. The Computer Skill Test and Trade Test shall be qualifying in nature and shall constitute an independent stage of the selection process. The criteria for qualifying marks/grades will be decided by the Institute. The decision taken by the Institute in this regard will be final.

The Selection Committee may, at its discretion, conduct the Computer Skill Test and Trade Test separately or in a combined manner, as considered appropriate, for the purpose of further shortlisting candidates for the Written Test. The marks/grades obtained at each such stage shall not be carried forward to the subsequent stage, as these tests are intended solely as elimination/shortlisting stages to optimize the number of candidates to be considered for the Written Test.

No claim for cumulative or additional weightage on account of (a) higher academic qualifications, (b) length of experience, or (c) performance in the preliminary/advanced stage Trade Test or Computer Skill Test shall be entertained at any stage of the recruitment process.

21) Stage-3: Written Test:

In this stage, the candidates will appear for a written test of 100 marks. The Indicative Syllabus is available on the website. The final selection shall depend on the merit of marks

obtained by the candidates in the written test. The panel of recommendations by the Selection Committee will remain valid for one year from the date of approval of the Competent Authority.

The Skill Test and Trade Test at Stage-2 are purely of qualifying nature without any composite weightage, in order to reduce the number of candidates to be invited for the Written test based on which selections are made.

Other General Terms & Conditions:

- 22) The Institute reserves the right to reject any application without assigning any reason whatsoever.
- 23) Candidature of the registered candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, 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.
- 24) 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 advertisement. 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.
- 25) IISER Kolkata also reserves the right to cancel/restrict/curtail/enlarge the recruitment process and/or the selection process without any notice and without assigning any reasons thereof.
- 26) The number of unreserved/reserved posts notified may vary and IISER Kolkata reserves the right not to fill up some or all the posts notified, if the circumstances so warrant.
- 27) Calling a candidate for the written test 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.
- 28) The post will be filled as per the Recruitment Rules (RCPP-2023) of IISER Kolkata.
- 29) No interim enquiries/correspondence/communication of any sort will be entertained on the matter. Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post applied for.
- 30) Records of the non-selected candidates shall not be preserved beyond six months from the date of declaration of final results. Thereafter, no queries on the subject shall be entertained.
- 31) In case of any ambiguity/dispute arises on account of interpretation in version other than English, English version will prevail.
- 32) 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.
- 33) Any legal dispute with regard to the Selection/ Recruitment process will be subject to the courts having jurisdiction over Kolkata.

Instructions to the candidates:

- 34) Applications must be submitted online through the official website. All details must be entered accurately and completely in the application form. The scrutiny of applications will be carried out solely on the basis of the information provided in the online application.
- 35) The date of reckoning eligibility/ experience/ age will be counted on the closing date of the online application.
- 36) Candidates should read carefully entire advertisement and relevant rules/provisions, 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.
- 37) 'Relevant experience' means experience related to the area of the post advertised. The Scrutiny Committee will determine the relevancy of experience, and its decision shall be final and binding.
- 38) 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.
- 39) Candidates working in Central/State Government Organizations/Departments, Autonomous bodies/ PSU and Government Funded Research Agencies must send the print out of the online application through proper channel and Vigilance Certificate or produce NOC and Vigilance Certificate at the time of skill test/written test, if called for.
- 40) All correspondences (CALL LETTER, ADMIT CARD, ETC.) will be sent through email. Applicants should invariably provide active Mobile Nos. and E-mail addresses so that the Institute can contact them at short notice. Necessary information regarding short-listing of candidates, skill tests/written tests 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 (<https://apply.iiserkol.ac.in/jobs/>).
- 41) 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.
- 42) Application incomplete in any respect and not accompanied by requisite certificates, etc., including those received after the last date, will be summarily rejected.
- 43) Kindly note that we have not authorized any agent/ agency for representing IISER Kolkata for anything related to recruitment or its processes.
- 44) IISER Kolkata strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

45) **APPLICATION PROCESS:**

Interested candidates may visit the Institute's website and submit **ONLINE APPLICATION** through the website link <https://iiserkolnt.samarth.edu.in/index.php/site/login>.

The last date of submission of **ONLINE** application is **21/09/2026, up to 17:30 Hrs.**

No ONLINE applications shall be considered after the last date i.e. 21/09/2026, beyond 17.30 Hrs.

After submitting the ONLINE APPLICATIONS, candidates are required to send the hard-copy of the downloaded PDF of the filled application form 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 following address, failing which their candidature will not be considered, to:

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

The last date for receiving the **Hard-Copy of the downloaded PDF of the filled application form** at IISER Kolkata is **within 28.09.2026, up to 17.30 Hrs.** The envelope containing the application be super scribed as '**APPLICATION FOR THE POST OF PRIVATE SECRETARY**'.

The institute will not be responsible for non-receipt of hard copy of the completed online application form within the stipulated period due to any postal delay/loss of the application.
Applications received after the prescribed date shall not be entertained.

Application Fee: A Non-refundable fee of ₹500/- (application fee ₹450/- plus registration fee ₹50/-) to be paid through the payment gateway. No application fees (i.e. ₹450/-) for SC/ST/PWD/Women candidates/Ex-servicemen categories as per GOI Orders, however a registration fee of ₹50/- is to be paid. Application fee once paid shall not be refunded under any circumstances.

No enquiries, correspondence or query will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of the selection process, etc.

Candidates are advised to visit the Institute website regularly for any updates, if any.

**Dean (Administration)
IISER Kolkata**