



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान कोलकाता
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA

मोहनपुर / Mohanpur- 741246

RECRUITMENT CELL

Ref: IISER-K/Admn./NT-03/2026/741

Dated: 25.09.2026

Subject: Shortlisting for the post of Private Secretary at IISER Kolkata - reg.

The Institute vide Advt. No.: IISER-K/Admn./NT-03/2026, dated 01.09.2026 had invited online applications for filling-up 01 (UR) post of **Private Secretary** in Level-7 (as per 7th CPC). Total 6 applications were received for the said post. The Scrutiny Committee has scrutinized the applications received from the applicants in the light of prescribed essential educational qualification/experience and the 'GENERAL INSTRUCTIONS AND OTHER TERMS CONDITIONS' of the advertisement for this post.

The following essential criteria were mentioned in the advertisement:

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.

Based on the criteria and general terms & conditions mentioned in the advertisement no applicants have been provisionally shortlisted. The list (indicating only the Application No.) of Provisionally Shortlisted & Not-Shortlisted applicant(s) with reasons for their not shortlisting is attached.

All applicants are requested to go through the list and **representations**, if any duly type-written and signed along with proof / documents in support of representation may be sent by email to the following email address strictly on or before **30.09.2026 (5:30 pm)**:

jobs@iiserkol.ac.in

No correspondence or queries in this regard shall be entertained after 30.09.2026, whatsoever the case may be.

Sd/-
Dean (Administration)

**List of the Provisionally Shortlisted/Not-Shortlisted Applicants for the post of
Private Secretary vide IISER-K/Admn./NT-03/2026, dated 01.09.2026**

Sl. No.	Application Form No.	Shortlisted/Not-Shortlisted	Reason for Not-Shortlisted
1	IISER-K/NT/1730	Not Shortlisted	Due to not meeting the required 5 years' relevant experience in Pay Level-6 or above.
2	IISER-K/NT/1736	Not Shortlisted	Due to not meeting the required 5 years' relevant experience in Pay Level-6 or above.
3	IISER-K/NT/1756	Not Shortlisted	Due to not meeting the required 5 years' relevant experience in Pay Level-6 or above.
4	IISER-K/NT/1937	Not Shortlisted	Due to not meeting the required 5 years' relevant experience in Pay Level-6 or above.
5	IISER-K/NT/2094	Not Shortlisted	Due to not meeting the required 5 years' relevant experience in Pay Level-6 or above.
6	IISER-K/NT/2179	Not Shortlisted	Due to not meeting the required 5 years' relevant experience in Pay Level-6 or above.