

Advt. No.: IISER-K/ Admn./ NT-Rec./2025/09

Dated 07.10.2025

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA is a premier autonomous Institute established in 2006 by the Ministry of Human Resource Development (MHRD), Government of India to promote quality education and research in basic sciences. The Institute is looking for dedicated and committed candidates to fill-up the following non-teaching position on Direct Recruitment method:

Sl. No.	Name of Post	Pay Level/ Initial Basic Pay	Category	No. of Post
1.	Assistant Registrar (For Audit)	Level-10 (₹56100/-)	UR	01 Post

**HOW TO APPLY:**

Interested candidates who meet the eligibility criteria may visit the Institute's website and submit **ONLINE APPLICATIONS** through the website link <http://apply.iiserkol.ac.in/jobs>.

Applications received through any other mode shall not be accepted and summarily rejected. Every completed online application shall be identified by a unique application number, which should be used for all future reference. The candidates are advised to send 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, failing which their candidature will not be considered to:

The Dean of Administration

Indian Institute of Science Education and Research Kolkata Mohanpur –  
741 246, Dt. Nadia, West Bengal

**NOTE: The last date for receiving applications will be thirty (30) days from the date of publishing the advertisement in the Employment News. Candidates are advised to visit the Institute website regularly for any updates. The envelope containing the application be super scribed as 'APPLICATION FOR THE POST OF ASSISTANT REGISTRAR (FOR AUDIT)'.**

**Application Fee:** A Non-refundable application fee of ₹1,000/- shall have to be deposited through online portal. No fees for SC/ST/PWD/Women candidates as per GOI Orders.

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1.	Name of the Post	Assistant Registrar (For Audit)
2.	Classification	Group 'A'
3.	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-10
4.	Whether Selection Post or non-Selection Posts	Selection
5.	Age Limit for Direct Recruits / Deputation / Short-term contract	40 Years
6.	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	<p>Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p><b>Experience:</b></p> <p>Five years of experience in Pay Level-7 or above OR 7 years of experience at Pay Level-6 or above as Superintendent / Section Officer / Private Secretary or equivalent post in handling Administrative/ Finance &amp; Accounting / Academic / Legal / Statutory / Audit / Stores &amp; Purchase / Establishment matters in Central / State Government / Central / State funded Educational Institutes / Govt. Universities / Comparable Research Establishment and other Institutions of Higher Education.</p>

### **GENERAL INSTRUCTIONS AND OTHER TERMS CONDITIONS**

#### **Pay & Benefits:**

- 1) The post is entitled to the Pay corresponding to 7<sup>th</sup> CPC Pay Matrix and carry allowances/ benefits as admissible to Central Government employees posted in Kolkata.
- 2) Persons appointed in the said posts will be covered under National Pension Scheme of Govt. of India and will be eligible for other benefits like Medical, LTC, etc. as per Institute/GoI norms.

#### **General Service conditions:**

- 3) To apply for any post of Officers/Non-teaching Staff, the candidate also should have basic knowledge of Hindi.
- 4) Appointment will be made on probation for a period of one year or till such time as decided by the Institute. It may be waived or extended in exceptional cases and will be guided by the rules as framed and /or amended from time to time. During or at the end of the period of probation, the services may be terminated with one month's notice or with one month's salary in lieu thereof, 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 as notified by GoI orders/Act/Statutes/ Service Rules and relevant Bye- Laws, Rules 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.

**Age Limit:**

- 7) The Maximum age limit for the post shall be as per Recruitment Rules.
- 8) Relaxation in age limit will be as per extant rules.

**Qualification & Experience:**

- 9) The qualification prescribed should have been obtained from recognised Universities/ Institutions.
- 10) 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.
- 11) 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 /s is required in support of their claim.
- 12) The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for interview. The Institute reserves the right to screen applications based on academic and professional attainments and shortlist who may/will be interviewed. Fulfillment of essential qualifications merely does not entitle a candidate to be called for selection process. Where number of applications received in response to the notification is large, it may not be convenient or possible for the Institute to interview all the candidates. The Institute in such case may restrict the number of candidates to be called for Written Test/Skill Test/Interview/Personal Discussion to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the notification. The candidates should therefore, furnish details of all the qualifications and experiences possessed in the relevant field, over and above the minimum qualifications prescribed along with documentary evidences. The method of short listing will be based on objective criteria, but may vary from Category to Category; depending on the number of applicants relative to the posts.
- 13) The period of experience rendered by a candidate on part-time basis or contractual or temporary basis will not be counted while calculating the valid experience for short listing the candidates for Officers category for interview.
- 14) Only those experiences which are relevant and acquired after the passing date of the qualifying qualification will be considered. The decision of IISER Kolkata in this regard will be final and binding.

**Recruitment & Selection:**

- 15) The choice of the Selecting Authority need not necessarily be confined only to those who formally apply.
- 16) The Institute reserves the right to reject any application without assigning any reason whatsoever.
- 17) The cut-off date for ascertaining the age and experience will be the last date of online application.

- 18) In case the candidate is called for further Selection Process, he/ she has to submit/bring the system generated application form with all ORIGINAL DOCUMENTS together with ONE SEPARATE SET OF PHOTO COPY of all documents duly SELF ATTESTED at the time of further Selection Process in support of the candidature, failing which he/ she will not be permitted to appear in the further Selection Process.
- 19) 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.
- 20) 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 notification. 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.
- 21) IISER KOLKATA reserves the right to cancel or introduce any examination/Personal Interview/Other selection process. 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.
- 22) 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.
- 23) Mere issue of Interview call letter will not imply acceptance of candidature.
- 24) The post will be filled as per the Recruitment Rules of IISER KOLKATA.
- 25) 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. Any dispute with regard to selection/recruitment process will be subject to Courts/Tribunals having jurisdiction over Kolkata only.
- 26) Records of the non-selected candidates shall not be preserved beyond six months from the date of formation of select list.
- 27) In case of any ambiguity/dispute arises on account of interpretation in version other than English, English version will prevail.

**Instructions to the candidates:**

- 28) Candidates must read the entire notification and relevant rules/provisions and ensure before applying that they are eligible according to criteria stipulated in the notification. If the candidate is found ineligible at any stage of recruitment process he/she will be disqualified and their candidature cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
- 29) 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 or produce NOC at the time of interview, if called for.
- 30) 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, 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.
- 31) Applications incomplete in any respect will be summarily rejected.

- 32) Kindly note that we have not authorized any agent/ agency for representing IISER KOLKATA for anything related to recruitment or its processes.
- 33) IISER KOLKATA strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- 34) **HOW TO APPLY:** Interested candidates may visit the Institute's website and submit ONLINE APPLICATIONS through the website link <http://apply.iiserkol.ac.in/jobs>. Application has to be filled at one go and thus candidates are advised to keep all the information ready before applying including scanned photograph (maximum 50 KB size).
- 35) After submitting the ONLINE APPLICATIONS, candidates are advised 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, failing which their candidature will not be considered, to:

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741 246, Dt. Nadia, West Bengal**

- 36) No telephonic enquiries or requests can be entertained.
- 37) **Application Fee:** A Non-refundable application fee of ₹1,000/- shall have to be deposited through online portal. **No fees for SC/ST/PWD/Women candidates as per GOI Orders.**

**NOTE: The last date for receiving applications will be thirty (30) days from the date of publishing the advertisement in the Employment News. Candidates are advised to visit the Institute website regularly for any updates. The envelope containing the application be super scribed as 'APPLICATION FOR THE POST OF ASSISTANT REGISTRAR (FOR AUDIT)'.**

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