भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान कोलकाता
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA
मोहनपुर / **Mohanpur- 741246**

RECRUITMENT CELL

Dated: 13.11.2026

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

The Institute vide Advt. No.: IISER-K/Admn./NT-05/2026, dated 01.10.2026 had invited online applications for filling-up 01 (UR) post of **Private Secretary** in Level-7 (as per 7th CPC). The Shortlisting Committee has scrutinized the applications 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 mentioned above, 2 applicants have been provisionally shortlisted, 3 applicants provisionally shortlisted Subject to submission of the documents mentioned in the Annexure within the stipulated date and 13 applicants found not shortlisted. Please note that the Shortlisting for the above post is "Provisional" and is subject to verification of original certificates/ documents pertaining to his/her Educational Qualification, Marksheet, Experience & Salary etc. which he/she has mentioned in his/her online application. At any stage, if any applicant is found ineligible, his/her candidature for the said post will be treated as cancelled. Verification of documents will be done at later stage in the Selection process. If it is found that applicant(s) have furnished false or wrong information, their candidature will be rejected at any time/ any stage. The Institute reserves the right to increase or decrease the number of vacancies, postpone or cancel the recruitment altogether for any of the post advertised above or for all the posts without assigning any reason therefor. The list (indicating only the Application No.) of Provisionally Shortlisted & Not-Shortlisted applicant(s) with reasons for their not shortlisting is attached.

1. 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 **20.11.2026 (5:30 pm)**:

2. All provisionally shortlisted candidates, other than those in the CDA Scale, are requested to submit their equivalency certificates to the same email address strictly on or before **20.11.2026 (5:30 pm)** for consideration by the Scrutiny Committee, failing which such applicants will not be considered any further.

jobs@iiserkol.ac.in

No correspondence or queries in this regard shall be entertained after 20.11.2026, whatsoever the case may be.

Sd/-
Dean (Administration)

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List of the Provisionally Shortlisted/Not-Shortlisted Applicants for the post of Private Secretary vide IISER-K/Admn./NT-05/2026, dated 01.10.2026

Sl. No.	Application Form No.	Shortlisted/Not-Shortlisted	Reason for Not-Shortlisted
1	IISER-K/NT/3574	Provisionally Shortlisted	Subject to submission of the updated Experience Certificate in Pay Level 6 or above.
2	IISER-K/NT/3576	Not Shortlisted	Due to not having 5 years of relevant experience in a government organization in Pay Level-6 or above.
3	IISER-K/NT/3703	Not Shortlisted	Due to not having 5 years of relevant experience in a government organization in Pay Level-6 or above.
4	IISER-K/NT/3807	Provisionally Shortlisted	--
5	IISER-K/NT/3874	Not Shortlisted	Not having Educational Qualifications as per Advertisement
6	IISER-K/NT/4052	Not Shortlisted	Due to not having 5 years of relevant experience in a government organization in Pay Level-6 or above.
7	IISER-K/NT/4068	Provisionally Shortlisted	Subject to submission of the Equivalent Certificate in Pay Level 6 or above.
8	IISER-K/NT/4207	Not Shortlisted	Due to not having 5 years of relevant experience in a government organization in Pay Level-6 or above.
9	IISER-K/NT/4263	Not Shortlisted	Due to not having 5 years of relevant experience in a government organization in Pay Level-6 or above.
10	IISER-K/NT/4355	Provisionally Shortlisted	--
11	IISER-K/NT/4379	Not Shortlisted	Due to not having 5 years of relevant experience in a government organization in Pay Level-6 or above.
12	IISER-K/NT/4487	Not Shortlisted	Due to not having 5 years of relevant experience in a government organization in Pay Level-6 or above.
13	IISER-K/NT/4642	Not Shortlisted	Due to not having 5 years of relevant experience in a government organization in Pay Level-6 or above.
14	IISER-K/NT/4702	Not Shortlisted	Due to not having 5 years of relevant experience in a government organization in Pay Level-6 or above.
15	IISER-K/NT/4710	Not Shortlisted	Due to not having 5 years of relevant experience in a government organization in Pay Level-6 or above.
16	IISER-K/NT/4712	Not Shortlisted	Due to not having 5 years of relevant experience in a government organization in Pay Level-6 or above.
17	IISER-K/NT/4713	Provisionally Shortlisted	Subject to submission of the Equivalent Certificate in Pay Level 6 or above.
18	IISER-K/NT/4717	Not Shortlisted	Due to not having 5 years of relevant experience in a government organization in Pay Level-6 or above.