



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान कोलकाता
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA
(An Autonomous Institution of the Ministry of Education, Govt. of India)
Mohanpur- 741 246, District- Nadia, West Bengal

Advt. No.: IISER-K/ Admn./ NT-Proj. Mode/2024/04

Date: 26/12/2024

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA is a premier autonomous Institute established in 2006 under the Ministry of Education (MoE), Department of Higher Education, 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 below following temporary positions **on Contract (co-terminus basis) under project mode:**

Name of the Contractual Post	Consolidated Salary Per Month (in Rs.)	No. of Post	Age	Particulars
Female Student Counsellor/Clinical Psychologist	45,000/-	01	Not exceeding 40 years	Annexure-A
Data Analyst	45,000/-	01	Not exceeding 40 years	Annexure-B
Fire Safety Assistant	45,000/-	01	Not exceeding 40 years	Annexure-C

Engagement in the above posts will initially be for one (1) year, which may be renewed for a maximum of up to three (3) years on the same consolidated salary.

HOW TO APPLY:

Interested candidates who meet the eligibility criterion may visit the Institute's website and download the **APPLICATION FORM** through the website link <http://apply.iiserkol.ac.in/jobs>.

The candidates are required to submit the **Hard-copy of the filled application form** along with self-attested copies of the relevant testimonials, certificates, enclosures etc. before the last date by speed post/registered post/courier, to

THE DEAN OF ADMINISTRATION
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA
MOHANPUR – 741 246, DISTRICT- NADIA, WEST BENGAL

The last date to receive the **Hard-Copy of the Application Form with supporting documents** at IISER Kolkata is **25/01/2025, 17:30 Hrs.**

The envelope containing the application should be superscribed as “**APPLICATION FOR THE POST OF** _____”.

Sd/-
Nodal Officer, Recruitment
IISER Kolkata

Copy to:

- Office of the Director
- Registrar's of all IISERs, IITs, NITs, IIITs, CFTIs, CUs and other reputed Institutions/ Organizations for wide publicity
- Principal Technical Officer (Grade II) – for uploading on the website, and media handlers of IISER Kolkata
- Deputy Registrar, F&A
- PRO – for publishing in the Newspaper
- Office copy

Female Student Counsellor/Clinical Psychologist:

1.	Name of the Post	Female Student Counsellor/ Clinical Psychologist
2.	Number of Post	01 (One)
3.	Consolidated Salary Per month	Rs. 45,000/- (Rupees forty-five thousand only)
4.	Maximum Age Limit	Not exceeding by 40 years
5.	Minimum Educational / Essential qualifications and Desired experience required	Educational Qualification: Master's Degree in psychology or Social Work, with specialization in Clinical Psychotherapy and Graduation in Psychology with at least 60% marks or equivalent (or equivalent grade point average) from a recognized University/ Institute. Experience: 2 years of relevant experience as under: - a. Clinical experience in Mental Health Care and; b. Experience in the post of a full-time/part-time Student Counsellor. Desirable: (i) (b) above should be in an educational institution. (a) and (b) above should be group counseling and individual counseling. (ii) Excellent communication skills.

Data Analyst:

1.	Name of the Post	Data Analyst
2.	Number of Post	01 (One)
3.	Consolidated Salary Per month	Rs. 45,000/- (Rupees forty-five thousand only)
4.	Maximum Age Limit	Not exceeding by 40 years
5.	Minimum Educational / Essential qualifications and Desired experience required	<p>Educational Qualification: Master's Degree, preferably in Data Science, Information Technology, Computer Science, with at least 60% marks or equivalent (or equivalent grade point average) from a recognized University/ Institute.</p> <p>Experience: Mandatory 2 years of relevant experience as under: - a. The applicant should have a minimum 2 years of experience in Data Management or as a Data Analyst Desirable: a. Experience in managing and analyzing data for institutional rankings such as NIRF, QS, Times Higher Education (THE), and other global or national ranking frameworks. OR b. Familiarity with Ranking Systems: In-depth knowledge and practical understanding of ranking methodologies (NIRF, QS, THE, etc.) and the criteria used in assessing educational institutions. C. The selected candidate will assist as a Data Repository Centre of IISER Kolkata so will mainly assist Dean Admin, Planning and Vision, Placement Office and Academic Section.</p> <p>Job Profile/Duties: A Data Analyst will be responsible for analyzing, interpreting, preparing and presenting data to support informed decision-making within the institute. Leveraging expertise in data management and will collaborate with cross-functional teams in various departments and sections to ensure data quality, integrity, and reliability across various projects and initiatives.</p> <p>Key Responsibilities: The selected candidate will assist in the following activities:</p> <ul style="list-style-type: none"> • Data Analysis: Utilize the data management tools and platforms to analyze large datasets, identify trends, patterns, and anomalies, and derive actionable insights. • Data Modeling: Design and develop data models using relevant tools to support requirements and data integration processes. • Data Integration: Implement efficient data integration solutions using new age data management software extract, transform, and load data from disparate sources into target systems. • Data Quality Management: Implement and maintain data quality standards and processes within Informatics to ensure data accuracy, completeness, and consistency. • Performance Tuning: Optimize Informatics workflows, mappings, and sessions to improve data processing performance and scalability. • Statistics and Archive Management: Maintaining the statistics and archiving various types of the data. • Presentation: Preparing catchy and informative presentations using available software tools. • Documentation: Create and maintain documentation related to data mappings, transformations, and integration processes using Informatics data management tools.

Fire Safety Assistant:

1.	Name of the Post	Fire Safety Assistant
2.	Number of Post	01 (One)
3.	Consolidated Salary Per month	Rs. 45,000/- (Rupees forty-five thousand only)
4.	Maximum Age Limit	Not exceeding by 40 years
5.	Minimum Educational / Essential qualifications and Desired experience required	<p>Educational Qualification: Bachelor of Engineering (Fire) or Bachelor in Fire Safety from a recognized university/institution or equivalent with at least 60% marks or equivalent (or equivalent grade point average). And Having a minimum of 2 years of experience in the domain of educational Institutions / Govt. Offices /Private Companies. Should have minimum physical standards i.e. Height - 165 cms (relaxation of 5 cms for Hilly Area People) Minimum Weight – 50 Kgs Chest (Normal) - 81 cms Chest (Expanded) - 86.5 cms</p> <p>Experience: Candidates having experience of Educational Institute/Hospital setup will be preferred. Age – Not exceeding 40 years.</p> <p>JoB Profile/Duties:</p> <ul style="list-style-type: none"> • Handle emergency calls, fire fighting, and evacuation procedures. • Coordinate rescue operations to ensure the safe evacuation of people during fire incidents. • Maintain and regularly test firefighting equipment, alarms, communication systems, and safety installations. • Conduct periodic inspections of fire protection systems like fire hydrants, alarms, and extinguishers to ensure their operational readiness. • Draft Standard Operating Procedures (SOPs) related to fire and safety practices. • Ensure proper implementation of safety standards and protocols across the institute. • Plan and deliver fire safety education, training, and awareness programs. • Organize and conduct fire drills, evacuation exercises, and safety audits at regular intervals. • Conduct risk assessments and safety audits of key facilities, laboratories, and buildings. • Submit evaluation reports with specific recommendations for improvements to the Authorities. • Liaise with local fire brigades, municipal authorities, and institutional safety committees to ensure fire and safety regulations compliance. • Ensure that the institution remains up to date with fire safety requirements. • Maintain records such as occurrence books, logbooks, test registers, and maintenance reports. • Ensure the availability of Material Safety Data Sheets (MSDS) and proper documentation for audits and incident investigations.



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GENERAL CONDITIONS AND INSTRUCTIONS FOR APPLYING

PAY & BENEFITS:

- 1) The above contractual position is purely temporary and co-terminus under project mode.
- 2) Persons appointed in the said posts will not be entitled to any service benefit/ compensation/ absorption/ regularization of service in this Institute.

Age Limit:

The Maximum age limit prescribed for the post will be reckoned as on the closing date of the application.

GENERAL CONDITIONS:

- 1) The candidate must be a citizen of India.
- 2) The appointment will be governed by the Rules and Regulations of the Govt. of India/ Acts and Statutes applicable for the contractual/temporary staff of the Institute.
- 3) Appointment to the above post will be subject to the candidate being medically fit with a medical fitness certificate (to be submitted at the time of joining) and verification of character & antecedents undertaking submitted by the candidate at the time of appointment. In case it is detected at any stage 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 contractual service shall be terminated forthwith.
- 4) Engagement of the above posts will be initially for 01 (one) year which shall be renewed on yearly basis at the discretion of the Competent Authority subject to functional requirement, performance appraisal and fitness of the individual etc. for a maximum of 3 (three) years at a fixed consolidated salary.
- 5) No interim enquiry will be entertained in this respect. However, candidates are advised to keep visiting the Institute website <https://apply.iiserkol.ac.in/career.html> for any updates in this regard.
- 6) This position is purely temporary. The selected candidate will have no claim for regular appointment at IISER Kolkata.
- 7) The contractual appointment of a candidate is of a temporary nature and appointment can be terminated at any time by the Institute Authority without assigning any reason.

QUALIFICATION & EXPERIENCE:

- 1) The qualification prescribed should have been obtained from recognized Universities/ Institutions.
- 2) 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.
- 3) 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.
- 4) The prescribed essential qualifications and experience are the minimum and mere possession of the same does not entitle candidates to be called for test/interview/discussion. The Institute reserves the right to screen and Shortlist applications based on academic and professional attainments and shortlist who may/will be interviewed.

RECRUITMENT & SELECTION:

- 1) The cut-off date for ascertaining age and experience will be the last date of received of hard copy of application.
- 2) Candidate should possess the qualification and experience etc. laid down in the advertisement. The application should be supported by duly attested valid age proof, degree certificate, etc. The qualification, experience claimed and age limit prescribed will be reckoned as on the last date of receipt of application.
- 3) If any information provided by the candidate is found to be false or not in conformity with the eligibility criteria mentioned in the notification, the candidate's candidature is liable to be rejected at any stage of the recruitment process or after recruitment or joining.
- 4) Mere issue of Interview call letter will not imply acceptance of candidature.
- 5) The competent authority reserves the right either to fill up the post(s) or may not proceed for appointment without assigning any reasons thereof.



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- 6) The Institute reserves the right to withdraw any advertised post(s) at any time without assigning any reason.
- 7) No correspondence whatsoever will be entertained from the candidates regarding postal delays/email communications, conduct and result of interview and reasons for not being called for interview or selection.
- 8) In case of any dispute that may occur in the process of selection, the decision of the Competent Authority of IISER Kolkata will be final and no query or correspondence will be entertained in this connection from any individual or his/her agency.
- 9) Any dispute with regard to selection/ recruitment process shall be subject to Courts/Tribunals having jurisdiction over IISER Kolkata.
- 10) Records of the non-selected candidates shall not be preserved beyond six months from the date of formation of select list.

INSTRUCTIONS TO THE CANDIDATES:

- 1) No TA/DA shall be admissible for appearing at the Interview and joining the contractual appointment under Project Mode.
- 2) 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.
- 3) Candidates working in Central/State Government Organizations/Departments, Autonomous bodies/ PSU and Government Funded Research Agencies must forward the filled-in offline application through proper channel or produce NOC at the time of test/interview/discussion, if called for, wherever applicable.
- 4) Duly attested photocopies of the up-to-date APAR/Confidential Reports (for the last 05 years), Vigilance Certificate and No Penalty Certificate i.e. no major/minor penalties has been imposed on the candidates concerned during the last 10 years of service to be submitted along with the Application Form for working candidates wherever applicable. Applications without Vigilance Clearance, Integrity Certificate, No Penalty Certificate and APAR/ CR Dossiers will not be considered wherever applicable.
- 5) Candidates have to produce the original documents at the time of or before appearing in Test/Interview for verification.
- 6) Separate application form must be filled, if a candidate is applying for more than one post.
- 7) All correspondence (CALL LETTER, ADMIT CARD, ETC.) will be emailed. Applicants should invariably provide active Mobile Numbers and E-mail addresses so that the Institute can contact them at short notice. Necessary information regarding short-listing 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.
- 8) Incomplete applications shall be summarily rejected.
- 9) The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- 11) Canvassing in any form will lead to the cancellation of the candidature of the candidate.
- 12) No telephonic enquiries or requests can be entertained.

Sd/-
Nodal Officer, Recruitment
IISER Kolkata

Note: For any assistance or clarifications, please contact jobs@iiserkol.ac.in, and for any updates, please visit the Institute website i.e. www.iiserkol.ac.in