

Ref.No.: IISER-K/Rectt. NT-01/2019/Admn.

Date: 19.02.2019

(Apply online on or before 5 PM of 11.03.2019)

**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 vacancies on Regular/Deputation/Lien basis:

| Sl. No. | Name of Post                        | Pay Scale  |  | Total UR |
|---------|-------------------------------------|--|--|----------|
| 1.      | <b>Senior Technical Officer</b>     | <b>Level 11</b><br>PB – 3 (₹15,600 – 39,100) with Grade Pay of ₹6600 | <b>Rs.</b><br><b>67700-</b><br><b>208700</b> | <b>2</b> |
| 2.      | <b>Jr. Superintendent (on lien)</b> | <b>Level 6</b><br>PB – 2 (₹9,300 – 34,800) GP ₹4200                  | <b>Rs.</b><br><b>35400-</b><br><b>112400</b> | <b>1</b> |

**NOTE:**

**Last Date for On-line Submission 11.03.2019 till 5 PM.**

For further details, please visit Institute's website <http://apply.iiserkol.ac.in>

कुलसचिव/ Registrar (Offg)

**Name of the Post: Senior Technical Officer**

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| 1. | Number of Post   | 02   |
| 2. | Classification   | Group – A  |
| 3. | Scale of pay (Grade Pay, Band Pay)   | Level 11 (Rs. 67700-208700) as per 7 CPC<br>PB – 3 (₹15,600 – 39,100) with Grade Pay of ₹6600 as per 6 CPC   |
| 4. | Age limit for direct recruits  | Not exceeding 45 years; age bar not applicable to employees of working in Academic Institutes, Research Establishment and Universities.  |
| 5. | Educational and other qualifications required for direct recruits                    | <b><u>Essential:</u></b><br>B.E. / B.Tech. or M.Sc. / MCA Degree in relevant field with first class or equivalent grade (6.5 in 10 point scale) and consistently excellent academic record.<br><b><u>Desirable:</u></b><br>Officers working in Linux Systems Administration, ERP Development and Integration of Payment Gateway, Managing Servers like NFS, LDAP, Web, Mail, Firewall etc.<br><b><u>Experience:</u></b><br>At least 5 years experience in relevant field at the level of Technical Officer or equivalent with GP of ₹5400. |
| 6. | Whether age & eq. prescribed for direct recruits will apply in the case of promotees | Not applicable   |
| 7. | Period of probation, if any  | 1 Year   |

NOTE: The above position is likely to be placed in Institute's Central Computer Centre.

**Name of the Post: Junior Superintendent (on lien vacancy)**

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| 1. | Number of Post   | 01 (on lien)  |
| 2. | Classification   | Group – B   |
| 3. | Scale of pay (Grade Pay, Band Pay)   | PB – 2 (₹9,300 – 34,800) with Grade Pay of ₹4200  |
| 4. | Whether Selection or non-Selection Post  | Not applicable  |
| 5. | Whether benefit of added years of service admissible                                 | Yes   |
| 6. | Age limit for direct recruits  | Not exceeding 32 years; age bar not applicable to employees of working in Academic Institutes, Research Establishment and Universities.   |
| 7. | Educational and other qualifications required for direct recruits                    | <b><u>Essential:</u></b><br><b><u>Junior Superintendent:</u></b><br>i) Bachelor's Degree with Honours or equivalent grade from a recognized University or Institute in any discipline<br><b>Or</b><br>Master's Degree from a recognized University or Institute with excellent academic record.<br>ii) Knowledge of Computer applications viz. Word processing, Spread Sheet. |
| 8. | Period of probation, if any  | 1 Year  |
| 9. | Whether age & eq. prescribed for direct recruits will apply in the case of promotees | Not applicable  |

NOTE: The above position is likely to be placed in the Director's Secretariat. Dynamic, young professionals working in the similar setup having knowledge of stenography, secretariat practices and willing to work even in odd hours and holidays are encouraged to apply.

## **GENERAL INSTRUCTIONS TO THE CANDIDATES**

1. In case of Assistant Librarian, NET/SLET/SET shall remain the minimum eligibility criterion for recruitment and appointment. However, the candidates, who are or have been awarded a Ph.D. degree in accordance with the Institute Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility criterion of NET/SLET/SET.
2. 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 attainments and shortlist who may/will be interviewed. The Institute also reserves the right to relax educational qualifications so prescribed for the posts in case of Departmental candidates in terms of DOPT O.M. (FAQs) No. AB.14017/13/ 2013-Esst. (RR) (1349).
3. In case of employees of the Institute who are found to be suitable for the post of Officers / Non-teaching Staff of the Institute, the prescribed qualifications/age may be relaxed or waived.
4. 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.
5. Stipulations in respect of Experience and Age may be relaxed in case of exceptionally brilliant candidates on the recommendation of the relevant Selection Committee.
6. The choice of the Selecting Authority need not necessarily be confined only to those who formally apply.
7. Candidates already in employment should apply through proper channel.
8. Appointments will be made on probation for a period mentioned above against each category 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 of the concerned Officers, Physical Training Instructor & Technical Assistants 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.
9. Service conditions as notified by orders of the NITSER Act/the First Statutes of IISERs/GoI Service Rules.
10. No applications shall be considered after the last date. However, application sent through Government Post stamped on or before the last date of submission of application form shall be accepted by the Institute.
11. No telephonic enquiries or requests can be entertained.
12. Candidates should clearly note that the Institute will in no case be responsible for non-receipt of their applications due to postal delays.
13. Shall not be responsible for delay in receipt of interview letters / offer letters due to postal delay or on any other account whatsoever. However, applicants are encouraged to provide 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.
14. Candidates can also deliver their applications personally at the Institute Office against proper receipt. The Institute will not be responsible for the applications delivered to any other functionary of the Institute.
15. 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.
16. Incomplete or unsigned applications or applications without photograph, fee will be rejected.
17. If in any category the number of applications received in response to the advertisement is large and will not be convenient / possible for the Institute to call all the candidates for interview, the

Institute reserves the right to restrict the number of candidates to a reasonable limit by considering qualifications higher than the minimum qualifications laid down by the Institute.

18. 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.

19. 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 /s. Certification from their Boards/Universities /s is required in support of their claim. They will be required to justify their percentage equivalent claimed by them at the time of interview and failure of such thing may even lead to cancellation of their candidature or calculation of the percentage equivalent by the Institute itself by whatever method it considers.

20. A post may not be filled up if any suitable candidate is not found.

21. Reimbursement of T.A. shall be made to the outstation candidates only following Institute rules.

**NOTE 1. : ALL CORRESPONDENCES (CALL LETTER, ADMIT CARD, ETC.) WILL BE SENT THROUGH EMAIL. The Institute shall not be responsible for any non-receipt of any communication on any account whatsoever. Necessary information regarding short-listing of candidates, interview dates etc. shall be uploaded on the Institute's website from time to time.**

**NOTE 2. Bank Draft of Non-refundable payment of Rs.500/- for each post with Pay Level 11 and of Rs.200/- for post with Pay Level 6 in favour of Registrar, IISER Kolkata payable at Kolkata/Mohanpur (NO FEES FOR SC/ST/PWD/Woman as per GOI Orders)**

#### **HOW TO APPLY**

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

Handwritten and unsigned applications, which are not in the prescribed proforma of application, will summarily be rejected.

B. Candidates must submit the hard copy/print out of the submitted **ONLINE APPLICATION (DULY SIGNED on each page)** along with detailed bio-data, recent passport size photograph and self attested copies of relevant certificates and other testimonials in support of age, qualification, caste and experience along with non-refundable payment instrument (NO FEES FOR SC/ST/PWD/Woman).

C. The hard copy with enclosures, as stated in B above, in closed/sealed cover [**IN A-4 SIZE ENVELOP ONLY**] super-scribing "**APPLICATION FOR THE POST OF** .....(name of the Position)" should reach the office of the **REGISTRAR, IISER KOLKATA, MOHANPUR- 741 246, Dist-Nadia, West Bengal** on or before **18.03.2019 till 5 PM.**

**Institute will not be responsible for any postal delay.**

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| <p style="text-align: center;"><b>IMPORTANT DATES</b></p> <p><b>ONLINE APPLICATION SUBMISSION:</b><br/>Start date and time – 19.02.2019<br/>Last date and time – 11.03.2019 till 5 PM</p> <p><b>HARD COPY APPLICATION SUBMISSION:</b><br/>Should reach Institute receiving by Speed post or<br/>by hand 18.03.2019 till 5 PM</p> |
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कुलसचिव/ Registrar (Offg.)