



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

Advt. No.: IISER-K/ Admn./ NT-Rec./2021/01

Dated, the Mohanpur 25th April, 2021

(Apply on or before May 24, 2021)

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA is a premier autonomous Institute established in 2006 by 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 following non-teaching position on **Deputation Basis**:

Sl. No.	Name of Post	Pay Matrix Level/ Initial Basic Pay	Category	Grade	No. of Post
1.	Deputy Registrar [on Deputation basis for a period of three years]	Pay Level-12 (₹ 78800/-)	UR	Group- A	01

HOW TO APPLY:

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

The candidates are advised to forward hard-copy 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 REGISTRAR
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA
MOHANPUR – 741 246, DISTRICT- NADIA, WEST BENGAL**

The last date for receiving the **Hard-Copy of the Application Form with Supporting documents** at IISER Kolkata is **24/05/2021, 17:30 Hrs.**

The envelope containing the application be super scribed as **“APPLICATION FOR THE POST OF DEPUTY REGISTRAR ON DEPUTATION BASIS”**.

Application Fee: A Non-refundable application fee of **₹1,000/-** shall have to be deposited through online transfer (NEFT/IMPS) at branches or through internet banking or through BHIM/UPI/ Mobile Wallets/ Mobile Banking etc. in the given Account Number. **No fees for SC/ST/PWD/Women candidates as per GOI Orders.**

कुलसचिव/ Registrar

1	Name of the Post	Deputy Registrar
2	Classification	Group-A
3	Mode of Recruitment	Deputation [for a period of (3) three years]
4	Number of Post and Category	01- UR
5	Pay Matrix Level	Pay Level-12 (Initial basic pay of ₹78800/-) [Grade Pay ₹7600/- in PB-3 as per 6 th CPC]
4	Whether benefit of added years of service available	Yes
5	Age Limit for Deputation	The maximum age limit shall not exceed 56 years on the closing date of the receipt of the applications.
6	Educational Qualification and Experience required for Deputation	Qualification: Masters' degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7-point scale from a recognized University / Institute. Experience: i) 9 years' experience as Assistant Professor in the AGP of ₹6000 and above with experience in educational administration, or ii) Comparable experience in research establishment and/or other institutions of higher education, or iii) 5 years of administrative experience as Assistant Registrar or equivalent.
7	Desirable	Qualification in area of Management /Engineering/Law. Experience in handling computerized administration/ legal / financial / establishment matters.
8	Period of Deputation	Period of Deputation shall be (3) Three years.
9	Job Description	The incumbent will be the In-charge of Finance & Accounts/ Stores and Purchase/ General Administration, etc. and is also expected to provide administrative support to the Director or any other Competent Authority of the Institute. Applicant should have a sound knowledge of Government of India rules and regulations with leadership quality. Applicant may also be called upon to take up other responsibilities as assigned by the Director from time to time.

GENERAL CONDITIONS AND INSTRUCTIONS FOR APPLYING

AGE LIMIT:

The maximum age limit for appointment by Deputation shall not exceeding 56 years as on the closing date of the receipt of the applications.

PAY & BENEFITS:

- 1) The post is entitled to the Pay corresponding to 7th 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/ Gol norms.

GENERAL SERVICE CONDITIONS:

- 1) Candidate should satisfy themselves before applying that they should possess the qualification and experience etc. laid down in the advertisement. The qualification, experience claimed and age limit prescribed will be reckoned as on the last date of receipt of application **i.e. 17th May, 2021**. The competent authority reserves the right either to fill up the post or may not proceed for appointment without assigning any reasons thereof.
- 2) The general terms and conditions of deputation in terms of following OM as amended thereof from time to time shall be followed as notified by DoPT, Gol -
 - a) DoPT OM No. 6/8/2009-Estt. (Pay-II), Dated 17.06.2010
 - b) DoPT OM No.F.No.3/7/2011-Estt. (Pay-II), Dated 15.04.2013
 - c) DoPT OM No.F.No.2/15/2017-Estt. (Pay-II), Dated 18.10.2018
 - d) DoPT OM No.2/9/2017-Estt. (Pay-II), Dated 09.10.2020
- 3) To apply for any post of Officers/ Non-teaching Staff, the candidate also should have basic knowledge of Hindi.
- 4) Service conditions shall be as notified by Gol orders/Act/Statutes/ Service Rules and relevant Bye-Laws, Rules and orders issued by IISER, Kolkata from time to time.

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 /s is required in support of their claim.
- 4) 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.



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- 5) 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.
- 6) 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.
- 7) Stipulations in respect of Experience and Age may be relaxed in case of exceptionally brilliant candidates on the recommendation of the respective Selection Committee.

RECRUITMENT & SELECTION:

- 1) The choice of the Selecting Authority need not necessarily be confined only to those who formally apply. The Institute reserves the right to reject any application without assigning any reason whatsoever.
- 2) The cut-off date for ascertaining the age and experience will be the last date of received of hard copy of application.
- 3) Candidature of the 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.
- 4) 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.
- 5) 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.
- 6) Mere issue of Interview call letter will not imply acceptance of candidature.
- 7) 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.
- 8) Records of the non-selected candidates shall not be preserved beyond six months from the date of formation of select list.
- 9) In case of any ambiguity/dispute arises on account of interpretation in version other than English, English version will prevail.

INSTRUCTIONS TO THE CANDIDATES:

- 1) 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.
- 2) 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. Candidates can submit advanced applications along with applications fees, however the same will be considered only when received through proper channel before the due date of submission of applications.
- 3) While forwarding the applications, it may be ensured that the particulars of the candidates are verified and that they fulfill the eligibility conditions. Duly attested photocopies of their up-to-date APAR /Confidential Reports (at least for the latest 05 years) may also be enclosed with the applications. It may also be clearly stated that no vigilance/ disciplinary proceedings is pending or contemplated against the candidates concerned. Applications without vigilance clearance and APAR/ CR Dossiers will not be considered.



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- 4) 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.
- 5) Applications incomplete in any respect will be summarily rejected.
- 6) Kindly note that IISER Kolkata has not authorized any agent/ agency for representing IISER Kolkata for anything related to recruitment or its processes.
- 7) IISER Kolkata strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- 8) No telephonic enquiries or requests can be entertained.

APPLICATION FEE:

A Non-refundable application fee of ₹1,000/- (Rupees One Thousand only) shall have to be deposited through online transfer (NEFT/IMPS) at branches or through internet banking or through BHIM/UPI/ Mobile Wallets/Mobile Banking etc. in the below mentioned Account Number. No fees for SC/ST/PWD/Women candidate as per GOI Orders.

After remitting the online fee, candidates are required to mention the UTR /transaction number actually reflected in their bank/card statement/passbook in the application form. Offline applications without/ wrong UTR/ transaction No. shall be straightaway rejected. Application fee once paid shall not be refunded under any circumstances.

Bank Particulars:

Account Name: IISER Kolkata

Bank Name: State Bank of India

Bank Branch Name: Haringhata IDDC Branch

Address: PO: Mohanpur, Dist. Nadia, Pin: 741246, West Bengal, INDIA

IFS Code: SBIN0009168

Account Number: 30476346896

HOW TO APPLY:

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THE REGISTRAR

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कुलसचिव/ Registrar

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



APPLICATION FORM FOR APPOINTMENT ON DEPUTATION BASIS

Note: (i) The application should be forwarded through proper channel / the concerned department, with copies of the ACRs/ APARs and Vigilance Clearance Certificate, signed by the Competent Authority, given at the end of the application form.
(ii) Incomplete, unsigned, and applications received not on prescribed proforma and after the last date of receipt of application shall be rejected summarily, without any notice to the candidate.

Post Applied For : **DEPUTY REGISTRAR**
[on Deputation for a period 3 (Three) years]

Affix Self
Attested
Photograph

1. Name (in block letters) :
2. Father's Name :
3. Mother's Name :
4. Postal Address :
5. Permanent Address :
6. E-mail ID :
- Alternative E-mail ID :
- Mobile No. :
- Alternative Mobile No. :
7. Date of Birth & Age :
8. Whether belongs to Gen/ SC/ ST/ OBC/ Ex-Serviceman :
9. Are you a Person with Disability (PWD) : Yes/ No
Type & Percentage of Disability :
10. Are you a person ordinarily domiciled in the state of J&K from the period 01.01.1980 to 31.12.1989? :
11. Religion to which you belong :
12. Aadhaar Card No. :
13. Nationality/ Citizenship :

14. Educational Qualification (Please enclose self-attested photocopies of relevant documents)

Exam Passed	Name of Degree	Subject/ Stream/ Specialization	Name of Institution	University/ Board	Date of Passing	% of Marks/ CGPA	Class/ Division/ Grade
Class X							
Class XI							
Graduation							
Post Graduation							
Professional Degree (if any)							

15. Date of Superannuation :.....

16. Nature of Present Employment : Regular or Ad-hoc or Temporary or Contractual

Present Post held :.....

Present Pay Band/ Grade Pay / Pay Matrix Level :.....

17. Please state whether working under (tick the name of your employer against the relevant column)

- | | |
|------------------------------|----------------------------|
| i) Central Government | iv) Government Undertaking |
| ii) State Government | v) Universities |
| iii) Autonomous Organization | vi) Any Others |

18. In case the present employment is held on Deputation/ Contract basis, please state –

i) The date of initial appointment :.....

ii) Period of appointment on Deputation/ Contract :.....

iii) Name of the parent office/ organization to which you belong

:.....

19. Details of employment in chronological order (if needed, enclose a separate sheet duly authenticated by your signature in the format given below): (Please enclose self-attested photocopies of relevant documents)

Name & Address of employer	Designation	Scale of Pay	Period of Service		Total Experience (in months/years)	Clearly indicate the nature of experience. Also mention the name of the Unit/ Project where worked	Nature of present employment (Regular or Ad-hoc or Temporary or Contractual)
			From	To			

** The employment should be supported by way of documentary evidence i.e. Employer Certificate, Appointment Letter from Organizations, Pay slips etc.

20. Details of pay particulars (copy of last salary slips duly self attested to be attached):

i)	Are you in CDA/ IDA/ Any Other Pay?	
ii)	If in CDA, please indicate the Pay, Pay Band & Level	
iii)	The Pay, Pay band and level held under MACP, if any	
iv)	If in IDA, please indicates the pay scale	
v)	Whether in pre-revised or revised Scale of Pay (CDA/ IDA)	
vi)	If in Pre-revised scale of pay in IDA then indicate the pre-revised scale and the corresponding revised scale of pay in IDA	

21. Total emoluments per months (give break up)

Basic Pay	
Dearness Allowance (DA)	
House Rent Allowance (HRA)	
Transport Allowance	
Other Allowance	
Gross Total	

22. APAR/ ACR Grading for the last 5 (Five) Years (Please attach copies)

2020-21	2019-20	2018-19	2017-18	2016-17



23. Additional information, if any, which you would like to mentioned in support of suitability for the post. Amongst other things may provide information with regard to (i) Additional Academic Qualifications (ii) Professional Trainings and (iii) Work experience with respect to job description of the post advertised. (The details should not be in more than 200 words and enclose a separate sheet, if the space is insufficient)

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24. Application Fees Payment details -

Amount :.....

Mode of Payment (NEFT/IMPS/UPI etc.) :.....

Date of Payment :.....

Transaction Number :.....

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby certify and declare that:

- i) I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the selection Committee at the time of selection for the post.
- ii) All statements made and information given by me in this application is true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect before or after the interview or appointment, criminal action can be initiated against me by IISER Kolkata and my candidature/ appointment shall automatically stand terminated.
- iii) I further declare that I fulfil all the conditions of eligibility prescribed for the post applied for.
- iv) In case my application is not received by IISER Kolkata within the stipulated date due to postal delay or otherwise, IISER Kolkata will not be responsible for such delay.
- v) If I am not satisfying any of the eligibility criteria stipulated, and in case of creating influence/ undue pressure regarding recruitment, it shall tantamount to cancellation of my candidature.

(Signature of the Applicant)

DECLARATION ABOUT DA/ VIG/ SPE/ CBI/ CRIMINAL CASES

I hereby certify that I do not have any Disciplinary case/ Vigilance Case pending against me. I do not have any Criminal Proceedings pending against me. I further certify that I am not undergoing any punishment as on the date of this application.

Place:
Date:

(Signature of the Applicant)



LIST OF ENCLOSURES:

- i)
- ii)
- iii)
- iv)
- v)
- vi)
- vii)
- viii)
- ix)
- x)

(Signature of the Applicant)

RECOMMENDATION OF THE EMPLOYER/ CADRE CONTROLLING AUTHORITY

The information/ details provided in the above application are true and correct as per the facts available on records. This Institute/ Department/ Organization has **No Objection** to his/ her application being considered for the post of **Deputy Registrar [on Deputation basis for a period 3 (Three) years]** for **Indian Institute of Science Education and Research (IISER) Kolkata**. He/ she possesses educational qualification and experience mentioned in the vacancy circular.

Also certified that :

- i) There is no vigilance or disciplinary case is pending or contemplated against Shri/ Smt.....
No departmental proceeding, enquiry is pending or contemplated against Shri/ Smt.....
No major or minor penalty has been imposed in the last 10 (ten) years.
- ii) The Service particular furnished by the applicant are verified from service record and are found to be correct.
- iii) Attested copies of ACRs/ APARs for the last 5 (Five) years are enclosed herewith.
- iv) His/ Her integrity is beyond doubt.
- v) If selected, he / she will be relieved within 30 (Thirty) days of receipt of offer.

Place:.....
Date:.....

(Signature of the Competent Authority)
Head of the Department/ Organization
(with Seal)