ভারতীয় বিজ্ঞান শিক্ষা ও গবেষণা প্রতিষ্ঠান কলকাতা
भारतीय विज्ञान शिक्षा और अनुसंधान संस्थान कोलकाता

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA
Mohanpur – 741 246, Dist- Nadia, State- West Bengal

Ref.No.: IISER-K/Rectt. NT-01/2023/Admn.   **Date: 06.08.2023**

(Apply online on or before 17.00 Hrs of 05.09.2023)

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA is a premier autonomous Institution established in 2006 by the Ministry of Education, Government of India, to promote quality science education and research in basic sciences.

The Institute invites online applications from Indian nationals for the following positions:

Sl No.	Name of Post	Pay Matrix Level/ Initial Basic Pay	No. of Post	Category	Particulars
1	Superintendent Engineer	13	1	UR	
2	Principal Technical Officer (Grade I)	13	1	UR	
3	Deputy Librarian	12	1	UR	Annexure - A
Total			**3**		

For further details, please visit Institute's website http://apply.iiserkol.ac.in/jobs. The last date for submission of ONLINE APPLICATIONS is 05.09.2023, 17:00 Hrs. The last date of receipt of the printed copy ONLINE APPLICATION FORM along with enclosures is on or before 12.09.2023, 17:00 Hrs.

The Chairman
Selection Committee
IISER Kolkata

Copy to:

1. Office of the Director
2. Registrar's of all IISERs, IITs, NITs, IIITs, CFTIs, CUs and other reputed Institutions/ Organizations for wide publicity
3. Principal Technical Officer (Grade II) – for uploading on the website
4. Deputy Registrar, F&A – (Officiating)
5. Office copy

1. Superintendent Engineer:

1.	Name of the Post	Superintendent Engineer
2.	Number of Posts	01-UR
3.	Classification	Group "A"
4.	Scale of Pay (Band Pay, Grade Pay / Pay Level)	Pay Level-13
5.	Whether Selection post or on-Selection Posts	Selection
6.	Age Limit for Direct Recruits/ Deputation / Short-term contract	56 Years
7.	Minimum Educational qualifications and experience required for Direct Recruits/ Deputation/ Short-termcontract.	B.E./ B. Tech. in Civil Engineering with first class or its equivalent Grade with good academic record from a recognized University/ Institute. **Experience**: With at least 5 years regular service as Senior Executive Engineer in Pay Level-12 or equivalent or 10 years regular service as Executive Engineer in Pay Level-11 or equivalent; in Central Govt./ State Govt./ Semi- Govt./ PSU/ Statutory or Autonomous organization/ Govt. University/ Institution of national importance/ reputed organizations under Central Govt./ State Govt. etc., dealing construction of building projects as per CPWD norms.
8.	Job Description	Applicant should have a sound knowledge of Computer–aided Design (CAD) and latest Management Technology/other relevant software. The applicant should have the proven track record of handling construction projects/ consultancy in organizations of repute, experience of working with civil engineering, HVAC, civil maintenance, HVAC maintenance, high tension lines, electrical maintenance planning and execution of electrical works, designing and estimation, construction management etc. Applicant should have a sound knowledge of Government of India rules and regulations relating to engineering with leadership quality. Applicant may also be called upon to take up other responsibilities as assigned by the Director from time to time.

2. Principal Technical Officer (Grade I)

1.	Name of the Post	Principal Technical Officer (Grade I)
2.	Number of Posts	01-UR
3.	Classification	Group A
4.	Scale of Pay (Band Pay, Grade Pay/ Pay Level)	Level-13
5.	Whether Selection Post or non-Selection Posts	Selection
6.	Age Limit for Direct Recruits / Deputation / Short-term contract	56 years
7.	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	**Essential:** 1. Ph.D /M.E / M.Tech or equivalent in any branches of Science/ Technology from a recognised University / Institute. 2. 15 years' experience as Scientific Officer or an equivalent post or above out of which 5 years' experience as Senior Scientific Officer in Level-12 (PB-3 with Grade Pay Rs.7600) or an equivalent post in Central/ State Government Department/ Autonomous Bodies / University / Institution of National Importance / PSU etc.
8.	Job Description	The Principal Technical Officer (Grade I) will be responsible for the following: Set-up/ upgrade the High Performing Computing (HPC) Systems of the Institute Provide monitoring and management of the Hardware/ Software libraries of the HPC, including user management/ system load balancing. Coordinate/Work with the existing computing/ network system of the Institute. Experience in Linux System administration including system security. Applicant should have a sound knowledge of Government of India rules and regulations relating to laboratory/IT with leadership quality. Applicant may also be called upon to take up other responsibilities as assigned by the Director from time to time.

3. Deputy Librarian:

1.	Name of the Post	Deputy Librarian
2.	Number of Posts	As per sanctioned strength
3.	Classification	Group "A"
4.	Scale of Pay (Band Pay, Grade Pay / PayLevel)	Pay Level-12
5.	Whether Posts Selection Post or Non-Selection	Selection
6.	Age Limit for Direct Recruits / Deputation /Short-term contract	50 Years
7.	Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	1. A Master's Degree in Library Science/Information Science/ Documentation Science with at least 55% marks or an equivalent grade in a point - scale wherever the grading system is followed. 2. A Ph.D. Degree in library science/ information science / documentation / archives and manuscript-keeping. 3. Evidence of innovative library services, including the integration of ICT in a library. 4. At least 8 years as Assistant Librarian (Acad. Pay Level- 10), (should have gained experience for at least 2 years in Acad. Pay Level-11), in the Library of any Higher Education Institute/ University, Educational Institute of National importance, or any other large Scientific or Technical Institute Library.
8.	Job Description	The incumbent would assist to the Librarian in planning of academic and professional work in the Library, to contribute to the educational functions of the Institute by providing bibliographic guidance in the area of the specialization, to plan book acquisition programme in the area of specialization, to work out exchange and gift arrangements with institutions in India and abroad, to develop documentation programme in the concerned areas, to contribute toward professional inquiry and research through publications. Applicant should have a sound knowledge of Government of India rules and regulations relating to library matters with leadership quality. Applicant may also be called upon to take up other responsibilities as assigned by the Director from time to time.

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 System 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.

15) 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:

16) The choice of the Selecting Authority need not necessarily be confined only to those who formally apply.

17) The Institute reserves the right to reject any application without assigning any reason whatsoever.

18) The cut-off date for ascertaining the age and experience will be the last date of online application.

19) 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.

20) 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 inconformity with eligibility criteria mentioned in the notification.

21) 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.

22) 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.

23) 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.

24) Mere issue of Interview call letter will not imply acceptance of candidature.

25) The post will be filled as per the Recruitment Rules of IISER KOLKATA.

26) 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.

27) Records of the non-selected candidates shall not be preserved beyond six months from the date of formation of select list.

28) In case of any ambiguity/dispute arises on account of interpretation in version other than English, English version will prevail.

Instructions to the candidates:

29) 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.

30) 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.

31) 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.

32) Applications incomplete in any respect will be summarily rejected.

33) Kindly note that we have not authorized any agent/ agency for representing IISER KOLKATA for anything related to recruitment or its processes.

34) IISER KOLKATA strives to have a workforce that reflects gender balance, and women candidates are encouraged to apply.

35) PERSON WITH BENCHMARK DISABILITY AND EX-SERVICEMEN FULFILLING THE ELIGIBILITY CONDITIONS PRESCRIBED UNDER GOVERNMENT OF INDIA INSTRUCTIONS ARE ENCOURAGED TO APPLY. Only such person who suffer from not less than 40% of relevant disability, would be eligible for reservation of PwD. Candidate has to submit relevant disability certificate as prescribed under PwD Act, 1995 and subsequent – The Persons with Disability Act, 2016.

36) 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). The last date of submission of ONLINE application is 05.09.2023, 17:00 Hrs.

No online applications shall be considered after the last date i.e._05.09.2023, 17:00 Hrs.

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:

The Registrar
Indian Institute of Science Education and Research Kolkata
Mohanpur - 741246, Dist. Nadia, West Bengal

The last date for receiving the Hard-Copy of the downloaded PDF of the filled application form at IISER Kolkata is 12.09.2023, 17:00 Hrs. The envelope containing the application has to be super scribed as 'APPLICATION FOR THE POST OF ……………………………………….'.

36) No telephonic questions or requests will be entertained.

37) Fee: A Non-refundable fee for Sl. No.1 to 3 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 applications fees for SC/ST/PWD/Women candidate as per GOI Orders. The details of fee are given below:

Category of Candidate	Application Fee (₹)	Registration Fee (₹)	Total Fee(₹)
Group A Post (UR/OBC/EWS)	950/-	50/-	1,000/-
Group A Post (Women/SC/ST/PWD)	NIL	50/-	50/-

After remitting the online fee, candidates are required to mention the UTR /transaction number actually reflected in their bank/card statement/passbook in the online application. Online 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: 741 246, West Bengal, INDIA IFS Code: SBIN0009168
Account Number: 30476346896

NOTE: Last date of online Application is 05.09.2023, 17:00 Hrs. and last date for receiving the Hard-copy at IISER Kolkata is 12.09.2023, 17:00 Hrs. Institute may extend the last date therefore, candidates are advised to visit the Institute website regularly.