

Ref.No.: IISER-K/Rectt. NT-02/2019/Admn.

Dated 22.08.2019

(Apply online on or before 17.00 Hrs of 05/09/2019)

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 non-teaching positions including backlog vacancies on Direct Recruitment method:

Sl. No.	Name of Post	Pay Matrix Level/ Initial Basic Pay	UR	SC	ST	OBC (NCL)	EWS	Total
1.	Deputy Librarian (01 Post)	Academic Level-12 (Rs.79800/-)	01	-	-	01	-	02
2.	Assistant Registrar (01 Post)	Level-10 (Rs. 56100/-)						
3.	Junior Engineer (Civil) (01 Post)	Level-6 (Rs. 35400/-)	01	01	01	01	-	04
4.	Technical Assistant (03 Posts)	Level-6 (Rs. 35400/-)						
5.	Laboratory Technician (01 Post)	Level-5 (Rs. 29200/-)	01	-	-	-	01	02
6.	Junior Assistant (01 Post)	Level-3 (Rs.21700/-)						
Total 08 Posts			03	01	01	02	01	08

Note: Reservation for SC/ST/OBC/PWD/EWS/Ex-Servicemen etc. will be as per Govt. of India norms.

HOW TO APPLY:

Interested candidates who are meeting the eligibility criterion may visit the Institute's website and submit ONLINE APPLICATIONS through the website link <http://apply.iiserkol.ac.in/jobs>. The last date for applying ONLINE is **05/09/2019, 17:00 Hrs.**

Candidates are not required to send the printout of online application.

Application Fee: A Non-refundable application fee of Rs.500/- for Sl. No.1-2 & Rs.200/- for Sl. No. 3-6 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 as per GOI Orders.**

कुलसचिव/ Registrar

Name of The Post: DEPUTY LIBRARIAN

1	Number of Posts	01 (One)
2	Classification	Group-A
3	Pay Matrix Level	Level-12 (Academic) with initial basic pay of Rs.79800/-
4	Whether benefit of added years of service available	Yes
5	Age Limit for direct recruits	Not exceeding 45 years; age bar not applicable to employees working in Academic Institutes, Research Establishment and Universities.
6	Educational and other qualifications required for direct recruits	<p><u>Essential:</u></p> <p>Master's Degree in Library Science/ Information Science/ Documentation with CGPA of 6.5 in 10 point scale or at least 60% marks or its equivalent grade of 'B' in the UGC seven point scale and a consistently good academic record.</p> <p>Ten years' experience as an Assistant University Librarian/ out of which at least 5 years to be in a post with AGP of 7000/- or an equivalent post.</p> <p>Evidence of innovative Library Service and organization of published work and professional commitment, computerization of library.</p>
7	Period of Probation, if any.	One Year

Name of the Post: ASSISTANT REGISTRAR

1	Number of posts	01 (One)
2	Classification	Group – A
3	Pay Matrix Level	Level-10 (Rs. 56100-177500/-)
4	Whether benefit of added years of service admissible	Yes
5	Age limit for direct recruits	Not exceeding 40 years; age bar not applicable to employees working in Academic Institutes, Research Establishment and Universities.
6	Educational and other qualifications required for direct recruits	<p>Essential: 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 with excellent academic record.</p> <p>Desirable: Qualification in area of Management / Engineering/ Law. Experience in handling computerized administration/legal/ financial/ establishment matters. A Chartered or Cost Accountant degree or diploma for the post of Assistant Registrar (Finance and Accounts).</p>
7	Period of probation, if any	One Year

Name of the Post: JUNIOR ENGINEER (CIVIL)

1	Number of Post	01 (One)
2	Classification	Group –B
3	Pay Matrix Level	Level-6 (Rs. 35400-112400/-)
4	Whether benefit of added years of service admissible	Yes
5	Age limit for direct recruits	Not exceeding 32 years; age bar not applicable to employees working in Academic Institutes, Research Establishment and Universities.
6	Educational and other qualifications required for direct recruits	<p>Essential: First class Diploma in Civil Engineering with excellent academic record.</p> <p>Or Post-graduate degree in science or B.E. / B.Tech. in Civil discipline from a recognized University or Institute.</p> <p>Desirable: PGDCA or equivalent from a recognized Institution.</p>
7	Period of probation, if any	One Year

Name of the Post: TECHNICAL ASSISTANT

1	Number of Post	03 (Three)
2	Classification	Group – B
3	Pay Matrix Level	Level-6 (Rs. 35400-112400/-)
4	Whether benefit of added years of service admissible	Yes
5	Age limit for direct recruits	Not exceeding 32 years; age bar not applicable to employees working in Academic Institutes, Research Establishment and Universities.
6	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>First class Bachelor's (Honours) Degree in relevant subject or equivalent grade from a recognized University/Institute.</p> <p>Or</p> <p>First class Diploma in Engineering in relevant field with excellent academic record.</p> <p>Or</p> <p>Post-graduate degree in science or B.E. / B.Tech. in relevant field from a recognized University or Institute.</p> <p>Relevant subject/field: Physics/ Chemistry/ Biology/ Mathematics/Earth Science.</p> <p>Desirable:</p> <p>Hands on experience in handling scientific equipment's like TEM, EPR, Mass Spectrometer, NMR, X-Ray, SEM, TGA etc.</p> <p>Hands on experience in computer application, website management, data entry and computer oriented office management.</p> <p>PGDCA or equivalent from a recognized Institution.</p>
7	Period of probation, if any	One Year

Name of The Post: LAB TECHNICIAN

1.	Number of Post	01 (One)
2.	Classification	Group –C
3.	Pay Matrix Level	Level-5 (Rs. 29200-92300/-)
4.	Whether benefit of added years of service admissible	Yes
5.	Age limit for direct recruits	Not exceeding 30 years; age bar not applicable to employees working in Academic Institutes, Research Establishment and Universities.
6.	Educational and other qualifications required for direct recruits	B.Sc. Degree in relevant field from a recognized University / Institute. Or Diploma in Engineering of three years' duration from a recognized Polytechnic / Institute. Relevant subject/field: Physics/Chemistry/Biology/Earth Science.
7.	Period of probation, if any	One Year

Name of The Post: JUNIOR ASSISTANT

1.	Number of Post	01 (One)
2.	Classification	Group –C
3.	Pay Matrix Level	Level-3 (Rs.21700-69100/-)
4.	Whether benefit of added years of service admissible	Yes
5.	Age limit for direct recruits	Not exceeding 27 years; age bar not applicable to employees working in Academic Institutes, Research Establishment and Universities.
6.	Educational and other qualifications required for direct recruits	Essential: Bachelor's Degree in any discipline with proficiency in Computer Word Processing and Spread Sheet. Desirable: Proficiency in other computer skills; computer-based accounting software.
7.	Period of probation, if any	One Year

GENERAL INSTRUCTIONS AND OTHER TERMS & CONDITIONS

Pay & Benefits:

- 1) All the posts are 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 New Pension Scheme of Govt. of India and will be eligible for other benefits like Medical, LTC, etc. as per the 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) Appointments will be made on probation for a period mentioned 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 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 posts 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.

Reservation/Relaxations:

- 7) Reservation for SC/ST/OBC/PWD/EWSs/Ex-Servicemen etc. will be as per Govt. of India norms. Candidates should submit their SC/ST/OBC/PWD/EWS certificates issued by the Competent Authority in the prescribed format along with the application form in support of their claim. The upper age is relaxable by 05 years for SC/ ST category candidates, 03 years for OBC (NCL) category candidates. It is also relaxable by 10 years for PWD candidates. Relaxations for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.
- 8) Candidates belonging to OBC category should submit proper caste certificate as per the proforma of Govt. of India (which should not be more than 6 months old from the last date of submission of application) and which should among others specially mention that he/she does not belong to the persons/sections (creamy layer) as mentioned in col. 3 of the schedule to the Department of Personal & Training in the Govt. of India OM No. /36012/22/93-Estt. (SCT) dated 8/9/93 and as amended from time to time at the time of trade test/written test/interview.

- 9) Candidates belonging to OBC category, but coming in creamy layer will not be entitled to the benefits of reservation and should apply as General Category candidate.
- 10) Candidates under PWD category are required to submit PWD Certificate in the format as applicable for appointment to posts under Government of India. Only such persons would be eligible for reservation in services/posts under PwD category who suffer from not less than 40 percent of disability. Persons with Disabilities can also apply even if no vacancies are specifically reserved for them. Such candidates will be considered for selection for appointment to the post by general standard of merit. Relaxation in age limit shall be applicable for PWD category candidates irrespective of the fact whether the post is reserved or not.

Qualification & Experience:

- 11) The qualification prescribed should have been obtained from recognised Universities/ Institutions.
- 12) 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.
- 13) 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.
- 14) 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. Fulfilment 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.
- 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) 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.
- 17) Stipulations in respect of Experience and Age may be relaxed in case of exceptionally brilliant candidates on the recommendation of the respective Selection Committee.

- 18) The IISER, Kolkata also reserves the right to relax educational qualifications so prescribed for the posts in case of Departmental candidates.
- 19) In case of employees of the IISER, Kolkata 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.

Recruitment & Selection:

- 20) The choice of the Selecting Authority need not necessarily be confined only to those who formally apply.
- 21) The Institute reserves the right to reject any application without assigning any reason whatsoever.
- 22) The cut-off date for ascertaining the age and experience will be the last date of online application.
- 23) In case the candidate is called for further Selection Process, he/ she has to 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.
- 24) 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 in conformity with eligibility criteria mentioned in the notification.
- 25) 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.
- 26) Number of vacancies may increase/decrease based on the final assessment and such changes will be made by IISER, KOLKATA without any notice.
- 27) 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.
- 28) 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.
- 29) Mere issue of Interview call letter will not imply acceptance of candidature.
- 30) All the posts will be filled as per the Recruitment Rules of IISER, KOLKATA.
- 31) 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.

- 32) Records of the non-selected candidates shall not be preserved beyond six months from the date of formation of select list.
- 33) In case of any ambiguity/dispute arises on account of interpretation in version other than English, English version will prevail.

Instructions to the candidates:

- 34) 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.
- 35) Candidates those who are applying for multiple posts should submit separate applications and the application fee should be paid separately for each application.
- 36) 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.
- 37) 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.
- 38) Applications incomplete in any respect will be summarily rejected.
- 39) If more than one application is submitted for a single post by a candidate, the latest one will be considered for processing.
- 40) Kindly note that we have not authorized any agent/ agency for representing IISER, KOLKATA for anything related to recruitment or its processes.
- 41) IISER, KOLKATA strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- 42) No applications shall be considered after the last date i.e.05/09/19, 17.00 Hrs.
- 43) After submitting the ONLINE APPLICATIONS, the printed proforma of the online application be kept with the candidate for submission at the time of interview, if called for.
- 44) All correspondences (CALL LETTER, ADMIT CARD, ETC.) will be sent through email.
- 45) No telephonic enquiries or requests can be entertained.

46) **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 on 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 05/09/2019, 17:00 Hrs. Candidates are not required to send the printout of online application.

47) **Application Fee:** A Non-refundable application fee of Rs.500/- for Sl. No.1-2 & Rs.200/- for Sl. No. 3-6 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 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 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:

Name of Account: IISER KOLKATA

Account Number: 089301000011530

Bank Name: INDIAN OVERSEAS BANK

IFSC Code: IOBA0000893

MICR Code: 700020029

BRANCH NAME: SALT LAKE CITY (0893)

BRANCH ADDRESS: BLOCK EA, SALT LAKE CITY, SECTOR-1, KOLKATA-700064, WEST BENGAL

कुलसचिव/ Registrar