



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./2021/02

Date: 1st June, 2021

(Apply online on or before June 23, 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 **Direct Recruitment** method:

Sl. No.	Name of Post	Pay Matrix Level/ Initial Basic Pay	Category	Grade	No. of Post
1.	Lady Medical Officer	Pay Level- 10 (56100-177500) as per 7th CPC plus NPA	UR	Group-A	01

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>.

Applications received through any other mode shall not be accepted and summarily rejected. Every completed online application shall be identified by a unique application number, which should be used for all future reference. The candidates are advised to send 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 – 741 246, DISTRICT- NADIA, WEST BENGAL**

The last date for applying **ONLINE** is **23/06/2021, 17:00 Hrs.** and the last date for receiving the **Hard-Copy of the downloaded PDF of the filled application form** at IISER Kolkata is **30/06/2021, 17:30 Hrs.**

The envelope containing the application be super scribed as “**APPLICATION FOR THE POST OF LADY MEDICAL OFFICER**”.

कुलसचिव/ Registrar

1	Name of the Post	Lady Medical Officer
2	Classification	Group-A
3	Mode of Recruitment	Direct Recruitment
4	Number of Post and Category	01- UR
5	Pay Matrix Level	Pay Level-10 (56100-177500) as per 7th CPC plus NPA [Grade Pay ₹5400/- in PB-3 (15600-39100) as per 6 th CPC]
4	Whether benefit of added years of service available	Yes
5	Age Limit for Direct Recruitment	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 recruit	<p>Essential Qualification: MBBS Degree or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register.</p> <p>Desirable Experience: Three years working experience in a reputed hospital. Post Graduate qualification, preferably MD in General medicine.</p> <p>Experience should be after completing internship, out of which a minimum of 3 years should be in an established Hospital/Health Center/ Dispensary attached to institutions of repute/Public Sector Units</p>
7	Period of Probation, if any	1 (One) year.
8	Job Description	<p>The Lady Medical Officer (LMO) will be responsible for smooth functioning of the Medical Unit of IISER Kolkata and will also perform following assignments –</p> <p>i) She will attend OPD and IPD patients and be able to provide and attend emergency service as and when required. She will usually treat simple cases by herself and may refer complicated cases to the empanelled hospitals of the Institute. She shall sign claims, reimbursement, other documents and issue certificates as per requirement of the Medical Unit.</p> <p>ii) She will be familiar with all relevant procedures/protocols of the Health Centre, work with the other Medical Officer(s) in developing, maintaining and augmenting Health Care facility at Institute. She will maintain confidentiality, medical ethics and standard operating procedures of treatment and cases with absolute integrity</p> <p>iii) She may be ready to do eight hours rotational duty in three shifts. Her Stay on Campus is mandatory. Accommodation will be provided by IISER Kolkata.</p> <p>iv) Applicant may also be called upon to take up other responsibilities as assigned by the Director from time to time.</p>

GENERAL CONDITIONS AND INSTRUCTIONS FOR APPLYING

AGE LIMIT:

The maximum age limit for appointment by direct recruitment shall not exceeding 40 years as on the closing date of the receipt of the applications. Relaxation in age limit will be as per extant rules.

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. 23rd June, 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) 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.
- 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.
- 5) 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

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.

- 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 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, her candidature/appointment shall be liable to be cancelled/ terminated as the case maybe.
- 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 online application through proper channel. Candidates can submit advanced applications along with applications fees (if any), however the same will be considered only when received through proper channel before the due date of submission of applications.
- 3) **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.
- 4) Applications incomplete in any respect will be summarily rejected.
- 5) Kindly note that IISER Kolkata has not authorized any agent/ agency for representing IISER Kolkata for anything related to recruitment or its processes.
- 6) No telephonic enquiries or requests can be entertained.

HOW TO APPLY:

Interested candidates may visit the Institute's website and submit **ONLINE APPLICATION** 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 for applying **ONLINE** is **23/06/2021, 17:00 Hrs.** No online applications shall be considered after the last date i.e. 23/06/2021, 17:00 Hrs.

After submitting the ONLINE APPLICATIONS, candidates are advised to forward the 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 downloaded PDF of the filled application form** at IISER Kolkata is **30/06/2021, 17:30 Hrs.** The envelope containing the application be super scribed as “**APPLICATION FOR THE POST OF LADY MEDICAL OFFICER**”.

कुलसचिव/ Registrar

NOTE: For any assistance or clarifications please send your queries to jobs@iiserkol.ac.in and for any updates please visit the Institute website i.e. www.iiserkol.ac.in