Mohanpur - 741 246

Ref.No.: IISER-K/Rectt.NT-01/2017/Admin. Date: 06. 09.2017

(Apply online on or before 20.09.2017)

**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:

Sl. No.	Name of Post	Pay Band	GP/AGP (Rs.)	Total
1.	Deputy Librarian	III	8000	1
2.	Executive Engineer/ Project Engineer cum Estate Officer	III	6600	1
3.	Medical Officers (including one Lady MO)	III	5400	2
4.	Office Superintendent	II	4600	1
5.	Personal Assistant Lien vacancy	II	4200	1

NOTE: PB-III -15600-39100, PB-II -9300-34800, PB -I -5200-20200.

NOTE:

- a) Applications received within due date for the posts of **Deputy Librarian** and **Project Engineer cum Estate Officer** in response to earlier Recruitment Notification **Ref.No.: IISER-K/Rectt.NT-06/2015/Estt. Dated 15. 11.2015** will be considered. However, they may send their updated CV by email: jobs@iiserkol.ac.in within due date.
- b) For further details, please visit Institute's website http://apply.iiserkol.ac.in/jobs.

Last Date for On-line Submission 20.09.2017 till 5 PM

Last date for submission of Hard Copy with Bank Draft: 26.09.2017 till 5 PM

कुलसचिव/ Registrar

# 1. Name of the Post: Deputy Librarian

1.	Number of Post	One
2.	Classification	Group – A
3.	Scale of pay (Grade Pay, Band Pay)	PB-3 (₹15600 – 39100) with AGP of ₹8000
4.	Whether benefit of added years of service admissible	Yes,
5.	Age limit for direct recruits	Not exceeding 45 years; age bar not applicable to
		employees of working in Academic Institutes, Research
		Establishment and Universities.
6.	Educational and other qualifications required for direct recruits	Master's Degree in Library Science/ Information Science / Documentation with CGPA of 6.5 in 10 point scale or at least 60% of the marks or its equivalent grade of 'B' in the UGC seven point scale and a consistently good academic record. 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.  Evidence of innovative Library Service and organization of published work and professional commitment, computerization of library.
7.	Period of probation, if any	1 Year

# 2. Name of the Post: Executive Engineer/Project Engineer cum Estate Officer

1.	Number of Post	One
2.	Classification	Group – A
3.	Scale of pay (Grade Pay, Band Pay)	PB – 3 (₹15,600 – 39,100) with Grade Pay of ₹6600
4.	Whether benefit of added years of service admissible	Yes
5.	Age limit for direct recruits	Not exceeding 45 years; age bar not applicable to
		employees of working in Academic Institutes, Research
		Establishment and Universities.
6.	Educational and other qualifications required for direct recruits	Essential:  (i) First class degree or equivalent grade in Engineering (Electrical / Civil / Communication) from a recognized University / Institute.  ii) 5 years' experience in relevant field as Engineer / Asst. Engineer (in PB−3 and GP of ₹5400) from CPWD / State PWD or similar organized services / semi-Govt. / PSU / Statutory or Autonomous organization / Universities / reputed Institute or organizations under Central / State Govt.  Desirable:  i) Knowledge of Computer−aided Design (CAD) and latest Management Technology / other relevant software.  ii) Proven track record of handling projects / works in reputed organization of relevant magnitude and qualities.
7.	Period of probation, if any	1 Year

# 3. Name of the Post: Medical Officers (MOs)

1.	Number of Post	Two (One MO and One Lady MO)
2.	Classification	Group – A
3.	Scale of pay (Grade Pay, Band Pay)	PB – 3 (₹15,600 – 39,100) Grade Pay of ₹5400 + NPA
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.	Whether benefit of added years of	Yes
	service admissible	
6.	Educational and other qualifications	Essential:
	required for direct recruits	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.

		<u>Desirable</u> : Three years experience in a reputed hospital. Post Graduate qualification, preferably MD, in General medicine.
		Note:  1) The Medical qualifications possessed by the candidates should have the recognition of the Medical Council of India.  2) Completion of compulsory Rotating Internship Certificate, [Registration Certificate, an official document showing name of College / Institution from where degree / diploma has been done and official document showing name of the institution from where experience has been gained are required.]
7.	Period of probation, if any	1 Year

#### Note:

- (i) The Medical qualifications possessed by the candidates should have the recognition of the Medical Council of India.
- (ii) Completion of compulsory Rotating Internship Certificate, [Registration Certificate, an official document showing name of College / Institution from where degree / diploma has been done and official document showing name of the institution from where experience has been obtained are required.]

### 4. Name of the Post: Office Superintendent

1.	Number of Post	One
2.	Classification	Group – B
3.	Scale of pay (Grade Pay, Band Pay)	PB – 2 (₹9,300 – 34,800) with Grade Pay of ₹4600
4.	Whether benefit of added years of service admissible	Yes
5.	Age limit for direct recruits	Not exceeding 35 years; age bar not applicable to
		employees of working in Academic Institutes, Research
		Establishment and Universities.
6.	Educational and other qualifications	Essential:
	required for direct recruits	Office Superintendent:
		i) Bachelor's Degree with Honours or equivalent grade
		from a recognized University or Institute in any
		discipline
		Or
		Master's Degree or MBA (HRM) from a recognized

		University or Institute with excellent academic record.  ii) Knowledge of Computer applications viz. Word processing, Spread Sheet.
		Experience:
		6 years' experience as Junior Superintendent
7.	Period of probation, if any	1 Year

#### 5. Name of the Post: Personal Assistant

1.	Number of Post	One (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 benefit of added years of	Yes
	service admissible	
5.	Age limit for direct recruits	Not exceeding 32 years; age bar not applicable to
		employees of working in Academic Institutes, Research
		Establishment and Universities.
6.	Educational and other qualifications	Essential:
	required for direct recruits	Bachelor's Degree from a recognized University /
		Institute. Minimum speed of 100 w.p.m. in
		Stenography.
		Desirable:
		PGDCA or equivalent from a recognized Institution.
7.	Period of probation, if any	1 Year

## **GENERAL INSTRUCTIONS TO THE CANDIDATES**

- 1) The above posts are as per the Central Government pay scales and carry allowances/benefits as admissible to Central Government employees posted in Kolkata.
- 2) All posts will be covered by New Pension Scheme of Govt. of India and will be eligible for other benefits like Medical, LTC, etc. as per the GOI norms.
- 3) To apply for any post, the candidate also should have basic knowledge of Hindi.
- 4) Reservation for SC/ST/OBC/PWD/Ex-Servicemen etc. will be as per Govt. of India norms. Candidates should submit their SC/ST/OBC/PWD/ certificates issued by the Competent Authority in the prescribed format along with the application form in support of their claim.
- 5) 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 at the time of trade test/written test/interview.

- 6) 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.
- 7) Candidates must ensure before applying that they are eligible according to criteria stipulated in the advertisement. 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.
- 8) The qualification prescribed should have been obtained from recognised Universities/ Institutions.
- 9) Application from the candidates working in Central/State Government Departments, PSU and Government Funded Research Agencies must be sent through proper channel.
- 10) Against the sanctioned Pay Band/Grade Pay/Posts equivalent position may be filled from a different cadre/posts or a lower position in the same cadre/post.
- 11) The prescribed Qualification/Experience indicated is bare minimum and mere possession of the same will not entitle the candidates to be called for WRITTEN TEST/INTERVIEW. Fulfilment of essential qualifications merely does not entitle a candidate to be called for selection process. Where number of applications received in response to an advertisement 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, based on the qualifications and experience higher than that of the minimum prescribed in the advertisement. 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 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).

### 12) Relaxation in age:-

- Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government
- ii) SC/ST/OBC as per Central Government Rules.
- iii) Age bar not applicable to employees working in Academic Institutes, Research Establishment and Universities.
- 13) 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.

- 14) 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.
- 15) Stipulations in respect of Experience and Age may be relaxed in case of exceptionally brilliant candidates on the recommendation of the relevant Selection Committee.
- 16) The choice of the Selecting Authority need not necessarily be confined only to those who formally apply.
- 17) 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.
- 18) 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.
- 19) Service conditions as notified by orders of the Act/Statutes/GOI Service Rules.
- 20) 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.
- 21) 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 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.
- 22) A post may not be filled up, if any suitable candidate is not found.
- 23) No applications shall be considered after the last date.
- 24) The Institute reserves the right to reject any application without assigning any reason whatsoever.
- 25) No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
- 26) Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post applied for.
- 27) 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.
- 28) Applications incomplete in any respect and not accompanied by relevant certificates/proof of experience (present & previous)/ other relevant documents, photograph and without fee will be summarily rejected.

29) Reimbursement of T.A. shall be made to the outstation candidates called for the interview only following Institute rules.

<u>NOTE:</u> 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.

### **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**. **The last date of submission of ONLINE** application is **20.09.2017 till 5 PM**. After submitting the ONLINE APPLICATIONS, the printed proforma of the online application duly signed on all the sheets and enclosures must be submitted through speed/registered post.

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

The submission of printed Proforma of the 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 of Rs.500/- for posts with GP Rs. 5,400/- and above and of Rs.200/- for posts with GP less than 5,400/- in favour of Registrar, IISER Kolkata payable at Kolkata/Mohanpur (NO FEES FOR SC/ST/PWD/Woman as per GOI Orders) should be sent in closed cover [IN A-4 SIZE ENVELOP ONLY] super-scribing "APPLICATION FOR THE POST OF -------, so as to reach the office of the REGISTRAR, IISER KOLKATA, MOHANPUR- 741 246, Dist-Nadia, West Bengal on or before 5 PM of 26.09.2017. Institute will not be responsible for any postal delay.

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