

### **Walk-in interview for the position of Project Manager (purely on contract)**

**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA** is an Institute of National Importance 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 the position of **Project Manager (purely on Contract)** for the IISER Kolkata Central Instrument Facility (iCIF).

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**Number of positions:** 01 (One)

**Maximum Age:** Below 40 years (as on the date of interview).

**Essential Educational Qualifications and Experience:** The candidate should be a Post-graduate (MSc), and Ph.D in Chemistry or Biochemistry from a reputed University/ Institute with one (1) years' of post-doctoral research experience. The candidate must have at least 3 (three) years of experience in operating or managing an Analytical facility in a Government or non-government institute.

**Desirable Experience/Knowledge:** The candidate must be proficient in multiple analytical techniques like SPR (Surface Plasma Resonance), ITC (Isothermal Calorimetric), HPLC, various optical spectroscopic techniques, SEM, TEM and NMR spectroscopy. Should submit a list of publications and a recommendation letter as a supporting document.

Experience/knowledge in various analytical software used for routine data analysis in a Biochemistry or Chemistry laboratory, good command in English (both written and spoken), and experience in essential computing tools like MS Office, Photoshop, etc., is desirable.

The candidates are expected to bring the original certificates of proof of experience.

**Job Profile:** The iCIF seeks to recruit a Facility Manager responsible for the overall operation of iCIF at IISER Kolkata. The facility manager's duties will include:

- Ensuring that equipment and support infrastructure are maintained in good operating condition with high up-time through routine maintenance and liaison with suppliers and service providers
  - Managing support staff involved in running facilities at the centre
  - Assisting the faculty of the institute in generating resources through extramural projects to keep the centre financially viable
  - Providing technical support for periodic training programmes
  - Ensuring Safety practices and auditing in laboratory operations
- **Any other duties as assigned from time to time by the Faculty in Charge**

**Expected Emoluments:** ₹ 80,000/- (consolidated) per month. Annual increment may be provided based on the performance.

**Term of Appointment:** The contractual appointment is purely temporary, initially for a period of one year which shall be renewed at the discretion of the Competent Authority subject to functional requirement, performance appraisal and fitness of the individual etc. Persons appointed in the said position will not be entitled for any service benefit/compensation/absorption/ regularization of service in this Institute.

**Joining:** The selected candidate shall be required to join the duty immediately.

**Termination/Resignation:** The Institute may terminate the contractual appointment due to unsatisfactory performance or non-requirement by giving one month's prior notice or one month's emoluments in lieu thereof. The candidate may also resign under the same terms.

**Medical Fitness:** Appointment will be subject to the candidate being medically fit with a medical fitness certificate (to be submitted at the time of joining).

**Verification of character & antecedents:** The verification may be conducted based on the undertaking submitted by the candidate at the time of appointment or at any point during the

period of contractual service. If, at any stage, it is found that the documents submitted are false/fake or the candidate has concealed any material information regarding their background or has a disreputable antecedent, their contractual engagement shall be terminated immediately without any notice.

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**Interview:** The walk-in interview will be held on **15<sup>th</sup> September, 2025** from **3:30 PM** at **IISER Kolkata**. The candidate must report by **3:0 PM**.

**Venue: Research and Development Office, AAC Building, IISER Kolkata, Mohanpur, Nadia, West Bengal, Pin. 741 246**

For directions to reach IISER Kolkata please visit the following link:

<http://www.iiserkol.ac.in/contactus/how-to-reach>

Candidates who wish to appear should bring their original marksheets, experience certificates along with hardcopy of one C.V. (Curriculum Vitae) with contact details and report at Room No: 09, Ground Floor, C.V. Raman Academic cum Administrative Complex, IISER Kolkata, Mohanpur, Nadia-741246 within 10.00 AM. No TA/DA shall be paid for attending the interview.

Decision of the Institute will be final and binding.