

Walk-in interview for the position of Junior Project Office Associate on a project mode (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 **Junior Project Office Associate on a project mode (purely on Contract)**.

Number of positions: 01 (One)

Maximum Age: 35 years (as on the date of interview).

Essential Educational Qualifications and Experience: Highly motivated commerce graduate candidates with 3 years' experience in accounts related job can apply for the position of **Junior Project Office Associate on a project mode (purely on Contract)**.

Desirable Experience/Knowledge: Experience/knowledge in Tally with 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: Job may require preparation of voucher (in Tally), cheques, bank advice, dealing with banks, maintaining records and do any other work as and when assigned for.

Emoluments: ₹ 25,000/- (consolidated) per month.

Term of Appointment: The contractual appointment is purely temporary, initially for a period of one year which may be renewed based on the availability of fund, 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.

Interview: The walk-in interview will be held on **23rd September, 2025** from **11:00 AM** at **IISER Kolkata**.

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: 12, 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.