

(Apply online on or before 17 June 2018)

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 basis:

Sl. No.	Name of Post	Pay Scale	Total
1.	Deputy Registrar	Level 12 PB-3 (₹15600 – 39100) GP ₹7600	Rs. 78800-209200 2
2.	Executive Engineer/ Project Engineer cum Estate Officer	Level 11 PB-3 (₹15,600 – 39,100) GP ₹6600	Rs. 67700-208700 1
3.	Assistant Registrar	Level 10 PB-3 (₹15600 – 39100)GP of ₹5400	Rs. 56100-177500 2
4.	Office Superintendent /Superintendent/Accounts Officer	Level 7 PB – 2 (₹9,300 – 34,800)GP ₹4600	Rs. 44900-142400 3
5.	Junior Superintendent/Accountant	Level 6 PB – 2 (₹9,300 – 34,800) GP ₹4200	Rs. 35400-112400 1
6.	Junior Assistant (Multi Skill)	Level 3 PB : 1 (₹5,200 – 20,200) GP ₹2000	Rs. 21700-69100 8
7.	Lab Attendant/Attendant (Multi Skill)	Level 1 PB : 1 (₹5,200 – 20,200) GP ₹1800	Rs. 18000-56900 3

NOTE:Last Date for On-line Submission **17 June 2018 till 5 PM**Last date for submission of Hard Copy with Bank Draft: **25 June 2018 till 5 PM**For further details, please visit Institute's website <http://apply.iiserkol.ac.in>

कुलसचिव/ Registrar

Name of the Post: Deputy Registrar

1.	Number of Post	Two
2.	Classification	Group – A
3.	Scale of pay (Grade Pay, Band Pay)	PB-3 (₹15600 – 39100) with Grade Pay of ₹7600
4.	Whether Selection or non-Selection Post	Not applicable
5.	Whether benefit of added years of service admissible	Yes
6.	Age limit for direct recruits	Not exceeding 45 years; age bar not applicable to employees working in Academic Institutes, research establishment and Universities.
7.	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.</p> <p>Experience: i) 9 years' experience as Assistant Professor in the AGP of ₹6000 and above with experience in educational administration, or ii) Comparable experience in research establishment and/or other institutions of higher education, or 5 years of administrative experience as Assistant Registrar or equivalent.</p> <p>Desirable: Qualification in area of Management /Engineering/Law. Experience in handling computerized administration / legal / financial / establishment matters.</p>
8.	Period of probation, if any	1 Year

Name of the Post: Executive 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 Selection or non-Selection Post	Not applicable
5.	Whether benefit of added years of service admissible	Yes
6.	Age limit for direct recruits	Not exceeding 45 years; age bar not applicable to employees of working in Academic Institutes, Research Establishment and Universities.
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) First class degree or equivalent grade in Engineering (Electrical / Civil) 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.</p> <p>Desirable:</p> <p>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. iii) Experience of working with high tension lines, electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management etc., as relevant to the profession.</p>
8.	Period of probation, if any	1 Year

Name of the Post: Assistant Registrar

1.	Number of Post	Two
2.	Classification	Group – A
3.	Scale of pay (Grade Pay, Band Pay)	PB-3 (₹15600 – 39100) with Grade Pay of ₹5400
4.	Whether Selection or non-Selection Post	Not applicable
5.	Whether benefit of added years of service admissible	Yes
6.	Age limit for direct recruits	Not exceeding 40 years; age bar not applicable to employees working in Academic Institutes, Research Establishment and Universities.
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>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:</p> <p>Qualification in area of Management / Engineering / Law.</p> <p>Experience in handling computerized administration / legal / financial / establishment matters.</p> <p>A Chartered or Cost Accountant degree or diploma for the post of Assistant Registrar (Finance and Accounts).</p>
8.	Period of probation, if any	1 Year

Name of the Post: Office Superintendent/Superintendent/Accounts Officer

1.	Number of Post	Three
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 Selection or non-Selection Post	Not applicable
5.	Whether benefit of added years of service admissible	Yes
6.	Age limit for direct recruits	Not exceeding 35 years; age bar not applicable to employees of working in Academic Institutes, Research Establishment and Universities.
7.	Educational and other qualifications required for direct recruits	<p>Essential :</p> <p><u>Office Superintendent/ Superintendent:</u></p> <p>i) Bachelor’s Degree with Honours or equivalent grade from a recognized University or Institute in any discipline</p> <p>Or</p> <p>Master’s Degree from a recognized University or Institute with excellent academic record.</p> <p>ii) Knowledge of Computer applications viz. Word processing, Spread Sheet.</p> <p><u>Accounts Officer:</u></p> <p>i) Bachelor’s Degree in Commerce with Honours in Accountancy / Finance or equivalent in grade from a recognized University or Institute.</p> <p>Or</p> <p>Master’s Degree in Commerce / MBA (Finance) from a recognized University or Institute with excellent academic record.</p> <p>ii) Knowledge of Computer applications viz. Spread Sheet and computer-based accounting software.</p> <p>Experience:</p> <p>6 years’ experience as Junior Superintendent/ Accountant.</p>
8.	Period of probation, if any	1 Year

Name of the Post: Junior Superintendent/ Accountant

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 ₹4200
4.	Whether Selection or non-Selection Post	Not applicable
5.	Whether benefit of added years of service admissible	Yes
6.	Age limit for direct recruits	Not exceeding 32 years; age bar not applicable to employees of working in Academic Institutes, Research Establishment and Universities.
7.	Educational and other qualifications required for direct recruits	<p>Essential :</p> <p><u>Junior Superintendent:</u></p> <p>i) Bachelor’s Degree with Honours or equivalent grade from a recognized University or Institute in any discipline</p> <p>Or</p> <p>Master’s Degree from a recognized University or Institute with excellent academic record.</p> <p>ii) Knowledge of Computer applications viz. Word processing, Spread Sheet.</p> <p><u>Accountant:</u></p> <p>i) First class Bachelor’s Degree in Commerce with Honours in Accountancy / Finance or equivalent in grade from a recognized University or Institute.</p> <p>Or</p> <p>Master’s Degree in Commerce / MBA (Finance) from a recognized University or Institute with excellent academic record.</p> <p>ii) Knowledge of Computer applications viz. word processing, Spread Sheet and computer-based accounting software.</p>
8.	Period of probation, if any	1 Year

Name of the Post: Junior Assistant (Multi Skill)

1.	Number of Post	Eight
2.	Classification	Group – C
3.	Scale of pay (Grade Pay, Band Pay)	PB : 1 (₹5,200 – 20,200) with Grade Pay of ₹2000
4.	Whether Selection or non-Selection Post	Not applicable
5.	Whether benefit of added years of service admissible	Yes
6.	Age limit for direct recruits	Not exceeding 27 years; age bar not applicable to employees of working in Academic Institutes, Research Establishment and Universities.
7.	Educational and other qualifications required for direct recruits	<p>Essential : Bachelor's Degree in any discipline with proficiency in Computer Word Processing and Spread Sheet.</p> <p>Desirable: Proficiency in other computer skills; computer-based accounting software.</p>
8.	Period of probation, if any	1 Year

Name of the Post: Attendant/Lab Attendant (Multi-skill)

1.	Number of Post	Three
2.	Classification	Group – C
3.	Scale of pay (Grade Pay, Band Pay)	PB : 1 (₹5,200 – 20,200) with Grade Pay of ₹1800
4.	Whether Selection or non-Selection Post	Not applicable
5.	Whether benefit of added years of service admissible	Yes
6.	Age limit for direct recruits	Not exceeding 27 years; age bar not applicable to employees of working in Academic Institutes, Research Establishment and Universities.
7.	Educational and other qualifications required for direct recruits	<p>Essential: Matriculation or ITI or equivalent pass from a recognized Board or Institute</p>
8.	Period of probation, if any	1 Year

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. To apply for any post of Officers/ Non-teaching Staff, the candidate also should have basic knowledge of Hindi.
2. Reservation for SC/ST/OBC/PWD/Ex-servicemen etc. will be as per Govt. of India norms.
3. In case of Assistant Librarian, NET/SLET/SET shall remain the minimum eligibility criterion for recruitment and appointment. However, the candidates, who are or have been awarded a Ph.D. degree in accordance with the Institute Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility criterion of NET/SLET/SET.
4. In case of Sports Officer, preference will be given to candidate having Diploma /Degree from the National Institute of Sports. Requirement of Master degree may be waived in case of graduate candidates with good academic record with at least 10 years of experience of recognition in academic Institute.
5. 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 attainments and shortlist who may/will be interviewed. 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).
6. 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.
7. 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.
8. Stipulations in respect of Experience and Age may be relaxed in case of exceptionally brilliant candidates on the recommendation of the relevant Selection Committee.
9. The choice of the Selecting Authority need not necessarily be confined only to those who formally apply.
10. Candidates already in employment should apply through proper channel.
11. Appointments will be made on probation for a period mentioned below 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.
12. Service conditions as notified by orders of the Act/Statutes/GoI Service Rules.

13. No applications shall be considered after the last date. However, application sent through Government Post stamped on or before the last date of submission of application form shall be accepted by the Institute.
14. No telephonic enquiries or requests can be entertained.
15. Candidates should clearly note that the Institute will in no case be responsible for non-receipt of their applications due to postal delays.
16. Institute shall not be responsible for delay in receipt of interview letters / offer letters due to postal delay or on any other account whatsoever. However, applicants are encouraged to provide existing Mobile Nos. and valid 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.
17. 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.
18. 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.
19. Incomplete or unsigned applications or applications without photograph, fee will be rejected.
20. If in any category the number of applications received in response to the advertisement is large and will not be convenient / possible for the Institute to call all the candidates for interview, the Institute reserves the right to restrict the number of candidates to a reasonable limit by considering qualifications higher than the minimum qualifications laid down by the Institute.
21. 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.
22. 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.
23. A post may not be filled up if any suitable candidate is not found.
24. Reimbursement of T.A. shall be made to the outstation candidates called for Interview only following Institute rules.

NOTE: 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.

Candidates submitting Bank Draft must write his/her Name, Application No., Post applied for and Mobile on the Back page of it.

HOW TO APPLY:

Interested candidates may visit the Institute's website and submit **ONLINE APPLICATIONS** through the website link **<http://apply.iiserkol.ac.in>**. **The last date of submission of ONLINE application is 17.06.2018 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.

- i) Handwritten and unsigned applications, which are not in the prescribed Proforma of application, will be summarily rejected.
- ii) 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 each post with Pay Level 10 and above** and of **Rs.200/-** for each post with **Pay Level less than 10** 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 25.06.2018. Institute will not be responsible for any postal delay.

कुलसचिव/ Registrar