



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान बरहमपुर
Indian Institute of Science Education and Research Berhampur
Established by the Ministry of HRD, Govt. of India

Advt. No. NT- 01/19

Date: January 10, 2019

Recruitment Notice for Non-Teaching Positions

Indian Institute of Science Education and Research Berhampur, an Institute of national importance, established by the MHRD, Govt. of India in order to promote higher scientific learning and research as well as scientific exploration at the undergraduate and postgraduate levels of education and to create scientists and academicians of the highest quality.

The Institute invites **ONLINE applications** from eligible Indian Nationals to fill-up the following vacancies on regular basis through Direct Recruitment/ Deputation/ Transfer-on-Absorption.

Sl. No.	Name of the Post	Pay Level	Group	No. of Vacancy	UR	Reservation			
						Vertical			Horizontal
						SC	ST	OBC	PwD
1	Registrar *	14	A	01	01	-	-	-	-
2	Librarian	14	A	01	01	-	-	-	-
3	Superintending Engineer	13	A	01	01	-	-	-	-
4	Deputy Registrar	12	A	01	01	-	-	-	-
5	Medical Officer	10	A	01	01	-	-	-	-
6	Assistant Registrar	10	A	03	03	-	-	-	01 (Backlog)
7	Nurse	7	B	01	01	-	-	-	-
8	Assistant Engineer	7	B	01	01	-	-	-	-
9	Superintendent	7	B	01	01	-	-	-	-
10	Technical Assistant	6	B	01	01	-	-	-	-
11	Scientific Assistant	6	B	01	01	-	-	-	-
12	Library Info. Assistant	6	B	01	01	-	-	-	-
13	Junior Translator	6	B	01	01	-	-	-	-
14	Junior Superintendent	6	B	02	02	-	-	-	01 (Backlog)
15	Technician	5	C	01	01	-	-	-	-
16	Laboratory Assistant	5	C	01	01	-	-	-	-
17	Laboratory Technician	5	C	02	02	-	-	-	01 (Backlog)
18	Office Assistant(Multi Skill)	5	C	01	01	-	-	-	-
19	Junior Assistant(Multi Skill)	3	C	01	01	-	-	-	-
Total				23	23	-	-	-	03 (Backlog)

- (i) * The post of Registrar shall be for a fixed term not exceeding five years, either on deputation or on contract basis.
- (ii) Three posts out of the above positions are reserved for PwD (a,b,c,d & e sub-categories) candidates as per rules.


 10/1/19

The essential, desirable qualifications and experience for the above post(s), as per serial number, are as under:

Sl. No./ Code No.	1
Name of Post/Cadre	Registrar
Pay Level	14
Upper Age Limit	57 years
Essential Qualifications/Experience	
Academic	Master's Degree with at least 55% marks or equivalent grade of "B" in the UGC seven-point scale plus a consistently good academic record
Experience	<p>Direct Recruitment:</p> <ol style="list-style-type: none"> At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration, or Comparable experience in research establishment and/or other Institutions of higher education, or 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post; and Knowledge of computer applications like Word, Excel, Power Point etc. <p>Deputation: Officers under the Central/ State Governments/ Universities/ Recognized Research Institutes or Institutes of national importance or Govt. laboratory or PSU :-</p> <ol style="list-style-type: none"> Holding analogous posts or With at least 3 years regular service in level-13 and Possessing educational qualifications as prescribed for Direct Recruitment. Possessing Educational qualifications as prescribed for Direct Recruitment.
Desirable Qualifications/Experience	
Academic	<ol style="list-style-type: none"> Qualification in area of Management / Engineering /Law. Experience in handling computerized administration / legal / financial / establishment matters.
Experience	Minimum 15 years of work experience in Central/ State Govt. or similar organized services/ Semi-Govt./ PSU/ Govt. Autonomous organizations/ Govt. Universities/ Govt. Institutes of national importance.

Sl. No./ Code No.	2
Name of Post/Cadre	Librarian
Pay Level	14 (AGP)
Upper Age Limit	57 years
Essential Qualifications/Experience	
Academic	Master's Degree in Library Science/ Information Science/ documentation with CGPA of 6.5 in 10-point scale or at least 60% marks or its equivalent grade of 'B' in the UGC seven-point scale and consistently good academic record set out in these Regulations.
Experience	<ol style="list-style-type: none"> At least ten years as a Deputy Librarian in the library of a technical university, educational institute of national importance, or any other large technical library at least five years being spent on a post at Pay Level -13 or an equivalent post. Evidence of innovative library service and organization of published work. Knowledge of computer applications like Word, Excel, Power Point etc.
Desirable Qualifications/Experience	
Academic	M.Phil/ Ph.D Degree in Library Science/ Information Science/ Documentation/ Archives and manuscript keeping.
Experience	Minimum 15 years of work experience in Central/ State Govt. or similar organized services/ Semi-Govt./ PSU / Govt. Autonomous organizations/ Govt. Universities / Govt. Institutes of national importance.

Sl. No./ Code No.	3
Name of Post/Cadre	Superintending Engineer
Pay Level	13
Upper Age Limit	57 years
Essential Qualifications/Experience	

Academic	First class degree or equivalent grade in Engineering in relevant field from a recognized University /Institute. Knowledge of computer applications like Word, Excel, Power Point etc.
Experience	Experience in coordination & Supervision of construction and maintenance of Civil works including Public Health. The incumbent should have overall experience of 15 years in contract management, tendering, planning, works accounts procedures, bye-laws of local bodies, understanding of electrical, AC, telephone, computer networking etc. At least 8 years' experience in the capacity of Executive Engineer in Central Public Works Department (CPWD), PSU, Govt. Undertakings or in reputed corporate Houses. The duties, responsibilities and powers of the incumbent will be the same as those of the Superintending Engineer in the CPWD.
Desirable Qualifications/Experience	
Academic	i) Master's Degree in Construction Management / Structural Engineering / Civil Engineering or equivalent. ii) Knowledge of Computer - aided Design (CAD) and latest Management Technology/ other relevant software.
Experience	Minimum 8 years of work experience in Central / State Govt. or similar organized services / Semi-Govt. / PSU / Govt. Autonomous organizations / Govt. Universities / Govt. Institutes of national importance.

Sl. No./ Code No.	4
Name of Post/Cadre	Deputy Registrar
Pay Level	12
Upper Age Limit	55 years
Essential Qualifications/Experience	
Academic	Master's Degree with at least 55% of the marks, or its equivalent grade of 'B' in the UGC seven point scale. Knowledge of computer applications like Word, Excel, PowerPoint, etc.
Experience	<ol style="list-style-type: none"> 1) 5 years of administrative experience as Assistant Registrar at level-10 or in an equivalent post, OR 2) Nine years of experience as Assistant Professor in the AGP 6000/- (Level-10) and above, with experience in educational administration, OR 3) Comparable 5 years' experience in a research establishment and/or other institutions of higher education at level-10. <p>While gaining the above experience the candidate should have worked in a Government or Semi-Government Organisation/University/Institutions of national standing, etc. in the following areas; with sufficient computer literacy and ability to work independently:</p> <ol style="list-style-type: none"> 1) Administrative matters including Legal, Labour relations & laws, Public relations, Recruitments, Establishments in Administrative wing. 2) Academic matters such as conduct of examinations, maintenance of students' records in Academic Section. 3) Possessing experience of handling administrative Financial Budget/Accounts matter in a responsible capacity in Finance & Accounts Section. <p>Estate Management, Materials Management & Import procedures in Stores & Purchase Section/Estate Office.</p>
Desirable Qualifications/Experience	
Academic	<ol style="list-style-type: none"> i) Qualification in area of Management/Engineering/Law. ii) Experience in handling computerised administration/legal/financial/establishment matters. iii) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance and Accounts) or Deputy Registrar (Internal Audit).
Experience	<p>Candidates should have leadership qualities and requisite experience in one or more of the following areas: Accounting, Administration, Academics matters, Auditing and Financial procedures, Materials Management, Procurement/ distribution of materials, import procedure/ stores accounting, stock verification, etc. Practical experience of using relevant software(s) in related areas is essential.</p> <p>Minimum 5 years of work experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisations/Govt. Universities/Govt. Institutes of national importance.</p>

Sl. No./ Code No.	5
Name of Post/Cadre	Medical Officer
Pay Level	10
Upper Age Limit	40 years
Essential Qualifications/Experience	
Academic	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.
Experience	At least 5 years of experience in recognized large/ multi-specialty hospitals of good repute, with hands on experience.
Desirable Qualifications/Experience	
Academic	Post Graduate qualification, preferably MD, in General medicine. OR M.D. (Psychiatry)/ DNB (Psychiatry)/ MD Medicine/ Cardiology OR Post-graduate diploma in an appropriate branch of Medicine. Knowledge of computer office applications like Word, Excel, Power Point etc.
Experience	Candidates should have minimum of 6 years of work experience after completing Internship out of which a minimum of 2-3 years of work experience in an established hospital /health centre / dispensary, attached to Institutions/ public sector units.

Sl. No./ Code No.	6
Name of Post/Cadre	Assistant Registrar
Pay Level	10
Upper Age Limit	40 years
Essential Qualifications/Experience	
Academic	(A) 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. (B) Knowledge of computer applications like Word, Excel, Power Point etc.
Experience	Overall 5 years of work experience in Central / State Govt. or similar organized services/ Semi-Govt./ PSU/ Govt. Autonomous organizations/ Govt. Universities/ Govt. Institutes of national importance.
Desirable Qualifications/Experience	
Academic	i) Qualification in area of Management/ Engineering /Law. ii) Experience in handling computerized administration/ legal/ financial/ establishment matters. iii) A Chartered or Cost Accountant degree or diploma for the post of Assistant Registrar (Finance and Accounts).
Experience	At least 3 years of work experience in a Supervisory/ Superintendent capacity with Pay Level-7 in Central / State Govt. or similar organized services / Semi-Govt./ PSU / Govt. Autonomous organization / Govt. Universities / Govt. Institute of national importance in the following areas; with sufficient computer literacy and ability to work independently: 1. Administrative matters including Legal, Labour relations & laws, Public relations, Recruitments, Establishments in Administrative wing. 2. Academic matters such as conduct of examinations, maintenance of students' records in Academic Section. 3. Possessing experience of handling administrative Financial Budget / Accounts matter in a responsible capacity in Finance & Accounts Section. 4. Estate Management, Materials Management & Import procedures in Stores & Purchase Section / Estate Office.

Sl. No./ Code No.	7
Name of Post/Cadre	Nurse
Pay Level	7
Upper Age Limit	35 years
Essential Qualifications/Experience	
Academic	Degree in nursing from recognized Institution/University. Knowledge of computer office applications like Word, Excel, Power Point etc.
Experience	4 years' experience in Pay Level-6 in a hospital recognized by the Central/ State Govt./ Medical council.

Desirable Qualifications/Experience	
Academic	Master's Degree in Nursing
Experience	3 years of work experience in a hospital recognized by the Central/ State Govt./ Medical council.

Sl. No./ Code No.	8
Name of Post/Cadre	Assistant Engineer
Pay Level	7
Upper Age Limit	35 years
Essential Qualifications/Experience	
Academic	1. Bachelor's Degree in Civil Engineering. OR 2. Diploma in Civil Engg. (3 years course). 3. Familiarity in drafting skills by adopting latest Auto CAD packages. 4. Knowledge of computer applications like Word, Excel, Power Point etc.
Experience	For Degree holders 4 years relevant experience in the field of construction of Institutional Buildings, maintenance, designing and planning of civil works as per CPWD norms. . OR For Diploma holder 8 years of work experience experience in above fields in a reputed works organisation of National / International Repute.

Desirable Qualifications/Experience	
Academic	Master's Degree in Construction Management/ Structural Engineering/ Civil Engineering or equivalent.
Experience	4 years of work experience in Central / State Govt. or similar organized services / Semi-Govt. / PSU / Govt. Autonomous organizations / Govt. Universities / Govt. Institutes of national importance.

Sl. No./ Code No.	9
Name of Post/Cadre	Superintendent
Pay Level	7
Upper Age Limit	35 years
Essential Qualifications/Experience	
Academic	Master's Degree in any discipline or its equivalent grade or Bachelor's degree. Knowledge of computer applications with sufficient typing speed, proficiency in office application like Word, Excel, Power Point etc.
Experience	4 years' of relevant supervisory experience in administration/ Accounts/ Secretarial work in any Central/ State Govt. or similar organized services / Semi-Govt. / PSU/ Govt. Autonomous organization / Govt. Universities / Govt. Institute of national importance.

Desirable Qualifications/Experience	
Academic	Master's/Bachelor's Degree in Sciences or Commerce/ Arts Awarded by any University recognized by UGC or AICTE).
Experience	5 years of work experience in Central / State Govt. or similar organized services / Semi-Govt. / PSU / Govt. Autonomous organizations / Govt. Universities / Govt. Institutes of national importance. And relevant experience in one or more of the following areas: 1) Internal Audit : • Cost & accounts audit • Work accounts & audit 2) R & D Grant Management: Experience of handling R&D Project through Automation, Grant Management Financial Budgeting/Accounting/Annual Accounts preparation etc. 3) Stores & Purchase: Materials Management and Import procedures. 4) Faculty Affairs & Establishments: Administrative matters including Legal, Labour laws, Public relations, Recruitments, Establishments/and coordination. 5) Academic Affairs & Students' Affairs: Academic matters such as conduct of examinations, maintenance of students' records and students' welfare management. 6) Legal and Coordination, Estate Management including Security matters, Outsourcing contract management, logistics management etc. 7) Working experience in Hindi: Suitable work experience in Hindi Translation /Typing/Stenography in discharging duties in Rajbhasha Cell will be an added advantage.

Sl. No./ Code No.	10
Name of Post/Cadre	Technical Assistant
Pay Level	6
Upper Age Limit	35 years
Essential Qualifications/Experience	
Academic	B.E./ B.Tech./ M.Sc./ MCA in appropriate field. OR BCA/ B.Sc in appropriate field. Knowledge of computer applications like Word, Excel, Power Point etc.
Experience	3 years' of hands-on experience and sound knowledge required in configuration, management and maintenance in any laboratory / Academic / Research / Multinational establishments of National /International Repute in the following areas: a) Application Servers: Mail Server, Proxy, Web, DNS, DHCP, LDAP, NFS, PXE, Storage and Radius Server, Website Management and Basic Development. b) Database Servers: MySQL and Oracle. c) Operating Systems: RHEL, Fedora, Microsoft Windows Family Administration and Support. d) Scripting: Basic shell scripting.
Desirable Qualifications/Experience	
Academic	a) Certification in RHCE/ RHCT or CCNA/CCNP. b) Virtualization: Familiar with Hypervisors - VMware ESXI, Vsphere, XEN, Citrix XenCenter. c) Knowledge of Hardware Environment like Cisco Catalyst 3750/2960, UTM – Fortigate/ Cyberoam, Sonic Wall, AP – 1600/ 2700/ 3700, WLC 5500 d) Familiar with: DMZ, ACLs, Port Security, Basic Penetration testing.
Experience	3 years of work experience in Central/ State Govt. or similar organized services/ Semi-Govt./ Govt. Autonomous organizations/ Govt. Universities/ Govt. Institutes of national importance.

Sl. No./ Code No.	11
Name of Post/Cadre	Scientific Assistant
Pay Level	6
Upper Age Limit	35 years
Essential Qualifications/Experience	
Academic	B.E./ B.Tech./ M.Sc./ MCA in appropriate field. OR Bachelor's Degree in Science/ Pharmacy in appropriate field. Knowledge of computer applications like Word, Excel, Power Point etc.
Experience	3 years relevant experience in handling advanced sophisticated instrumentation/ research equipment such as NMR, XRD, EPR etc. in a laboratory / Academic/ Research/ Multinational Academic establishments of National/ International Repute.
Desirable Qualifications/Experience	
Academic	-
Experience	3 years of work experience in Central / State Govt. or similar organized services / Semi-Govt. / Govt. Autonomous organizations / Govt. Universities / Govt. Institutes of national importance.

Sl. No./ Code No.	12
Name of Post/Cadre	Library Information Assistant
Pay Level	6
Upper Age Limit	35 years
Essential Qualifications/Experience	
Academic	(i) Bachelor's Degree in Library Science or equivalent diploma in Library Science of a recognized University/ Institute or equivalent obtained after graduation. (ii) Bachelor's Degree in Science from a recognized university or equivalent. (iii) Knowledge of computer applications like Word, Excel, Power Point etc.
Experience	Relevant experience of 3 years in a Library/ Computerization of a Library or one year certificate in computer application from a recognized Institution or equivalent.

Desirable Qualifications/Experience	
Academic	Master's Degree in Library Science/ Information Science / Documentation or equivalent grade and a consistently good academic record. One year specialization in the area of Information Technology/ Archives and Manuscript keeping or Master's Degree in the area of thrust in the Institution.
Experience	3 years of work experience in Central / State Govt. or similar organized services / Semi-Govt. / Govt. Autonomous organizations / Govt. Universities / Govt. Institutes of national importance

Sl. No./ Code No.	13
Name of Post/Cadre	Junior Translator
Pay Level	6
Upper Age Limit	35 years

Essential Qualifications/Experience

Academic	<p>Bachelor's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level</p> <p>OR</p> <p>Bachelor's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level</p> <p>OR</p> <p>Bachelor's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Bachelor's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Bachelor's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p>AND</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p>
Experience	<p>At least 2 years' office environment and typing skills in Hindi/ English. Excellent computer skills for handling correspondence work/ office files/ papers with proficiency in English & Hindi. Knowledge of translation work from Hindi to English and vice versa.</p> <p>Knowledge of computer office applications with sufficient typing speed, proficiency in office application like Word,, Excel, Power Point etc.</p>

Desirable Qualifications/Experience

Academic	-
Experience	3 years of work experience in Central / State Govt. or similar organized services / Semi-Govt. / PSU/ Govt. Autonomous organizations/ Govt. Universities / Govt. Institutes of national importance.

Sl. No./ Code No.	14
Name of Post/Cadre	Junior Superintendent
Pay Level	6
Upper Age Limit	35 years

Essential Qualifications/Experience

Academic	<ol style="list-style-type: none"> 1. Master's Degree in any discipline. <p>OR</p> <ol style="list-style-type: none"> 2. Bachelor's Degree in any discipline. 3. Knowledge of computer applications with sufficient typing speed, proficiency in office application like Word, Excel, Power Point etc.
Experience	Overall 3 years working experience in Central / State Govt. or similar organized services / Semi-Govt. / PSU / Govt. Autonomous organization / Govt. Universities / Govt. Institute of national importance

Desirable Qualifications/Experience

Academic	Master's Degree in Social Sciences or Commerce/ after Graduation/ MBA in HR or Finance or Systems/ MCS/ MCA or equivalent (Awarded by any University recognized by UGC or AICTE). Diploma in Computer application and Secretarial Practices. Shorthand in Hindi/English. Typing speed of 40 w.p.m. on computer.
Experience	Relevant experience in administration/ Accounts / Secretarial work in any Central/ State Govt. or similar organized services/ Semi-Govt./ PSU / Govt. Autonomous organizations/ Govt. Universities/ Govt. Institutes of national importance. Experience related to translation from English to Hindi.

Sl. No./ Code No.	15
Name of Post/Cadre	Technician
Department	Computer Centre
Pay Level	5
Upper Age Limit	30
Essential Qualifications/Experience	
Academic	Bachelor's Degree in Science/ Technology/ Engineering in relevant field. OR Diploma in Computers & Electronics/ Electrical Engineering / Instrumentation of 3 years' duration in appropriate field.
Experience	Two years relevant experience in a Laboratory/ Academic/ Research/ Multinational Establishment of National/ International repute in handling scientific equipment. Knowledge of scientific computational skills.
Desirable Qualifications/Experience	
Academic	Diploma in Networking /Civil / Electrical / CAD.
Experience	Working experience in Central / State Govt. or similar organised services / Semi-Govt. / PSU / Govt. Autonomous organisations / Govt. Universities / Govt. Institutes of national importance.

Sl. No./ Code No.	16
Name of Post/Cadre	Laboratory Assistant
Pay Level	5
Department	Biological Sciences
Upper Age Limit	30
Essential Qualifications/Experience	
Academic	1. Bachelor's Degree in Science/ Technology/ Engineering in relevant field. OR 2. Diploma course of at least 3 years' duration in appropriate field. 3. Knowledge of computer applications like Word, Excel, Power Point, etc.
Experience	For Bachelor's Degree 2 years' relevant experience in a laboratory/ Academic/ Research / Multinational establishments of National/ International Repute in handling scientific equipment. Knowledge of scientific computational skills. OR For Diploma holders 4-year relevant experience in laboratory / Academic / Research / Multinational establishments of National / International repute in handling scientific equipment. Knowledge of scientific computational skills.
Desirable Qualifications/Experience	
Academic	Master's Degree in Science/ B.Tech./ MCA
Experience	Working experience in Central / State Govt. or similar organised services / Semi-Govt. / PSU / Govt. Autonomous organisations / Govt. Universities / Govt. Institutes of national importance.

Sl. No./ Code No.	17
Name of Post/Cadre	Laboratory Technician
Pay Level	5
Department	Physical Sciences-01, Chemical Sciences-01
Upper Age Limit	30 years
Essential Qualifications/Experience	
Academic	1. Bachelor's Degree in Science/ Technology/ Engineering in relevant discipline. OR 2. Diploma course of at least 3 years' duration in appropriate field.

	3. Knowledge of computer applications like Word, Excel, Power Point etc.
Experience	For Bachelor's Degree 2 years' relevant experience in a laboratory/ Academic/ Research / Multinational establishments of National/ International Repute in handling scientific equipment. Knowledge of scientific computational skills. OR For Diploma holders 4-year relevant experience in laboratory / Academic / Research / Multinational establishments of National / International reputation in handling scientific equipment. Knowledge of scientific computational skills.
Desirable Qualifications/Experience	
Academic	Master's Degree in Science/ B.Tech./ MCA
Experience	Working experience in Central / State Govt. or similar organized services / Semi-Govt. / PSU / Govt. Autonomous organizations / Govt. Universities / Govt. Institutes of national importance.

Sl. No./ Code No.	18
Name of Post/Cadre	Office Assistant (Multi Skill)
Pay Level	5
Upper Age Limit	30 years
Essential Qualifications/Experience	
Academic	Bachelor's Degree in any discipline with sufficient typing speed, proficiency in office application like Word, Excel, Power Point etc.
Experience	2 years of relevant experience in handling Office works & equipments/ knowledge of computer applications in any Central/ State Govt. or similar organized services / Semi-Govt. / PSU/ Govt. Autonomous organization/ Govt. Universities/ Govt. Institute of national importance. Experience in Secretarial work / establishments / Finance & Accounts / Stores & Purchase / Legal / Academic Affairs etc.
Desirable Qualifications/Experience	
Academic	Master's Degree in any discipline. Shorthand in Hindi/ English
Experience	Working experience in Central / State Govt. or similar organized services/ Semi-Govt./ PSU / Autonomous organizations/ Govt. Universities/ Govt. Institutes of national importance

Sl. No./ Code No.	19
Name of Post/Cadre	Junior Assistant (Multi Skill)
Pay Level	3
Upper Age Limit	30 years
Essential Qualifications/Experience	
Academic	Bachelor's Degree in any discipline with knowledge of computer office applications with sufficient typing speed, proficiency in office application like Word, Excel, Power Point etc. OR A 3 year diploma in any discipline
Experience	-
Desirable Qualifications/Experience	
Academic	1) Knowledge of Hindi/ English shorthand will be an added advantage. 2) Knowledge of Hindi typing. 3) Knowledge of shorthand in English. 4) Experience in secretarial practices. Knowledge of translation from English to Hindi and vice versa.
Experience	1-year relevant experience in office environment with excellent computer skills. Working experience in Central / State Govt. or similar organized services/ Semi-Govt. / PSU / Autonomous organization/ Govt. Universities/ Govt. Institute of national importance.

General Instructions:

1. The candidates are required to apply through ONLINE process. Please visit Institute website www.iiserbpr.ac.in for online application. The opening date of submission of online application is January 14, 2019 and closing date is February 09, 2019 till 05:30 p.m. The last date for receipt of hard copy of application is February 18, 2019 till 05:30 p.m.

2. A printout of the online application form, duly signed in each page along with self-attested copies of all educational qualification, experience and testimonials must reach the Institute **on or before February 18, 2019 till 05:30 p.m.** The complete application should be sent through **Speed Post /Courier etc.** The Institute shall not be responsible for any postal delay. **Applications not received within the due date shall be rejected.** No correspondence in this regard shall be made by the Institute.
3. If more than one application is submitted for a single post by a candidate, the latest one will be considered for processing.
4. The applicants are required to pay a non-refundable application fee of ₹500/- (Rupees five hundred only) through online. Candidates belonging to SC/ST/PWD/Transgender category and women candidates are not required to pay application fee. For Group B & C positions, no fee is payable by Ex –servicemen. However, for claiming such exemptions, the applicant has to submit a self-attested copy of SC/ ST/ PwD/ Transgender/ Discharge book or Ex – servicemen certificate.
5. Application fee once paid shall not be refunded under any circumstances.

6. **Guidelines for scanning and Upload of Documents**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature as per the specifications given below.


Photograph Image:

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses, make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between **20kb–50 kb** with a dimension of (4.5cm × 3.5cm)
- File type: **jpg / jpeg**

Signature Image:

- The applicant has to sign on white paper with Black Ink pen.
 - Dimensions 140 x 60 pixels (preferred)
 - Size of file should be between **10kb – 20kb**
 - File type: **jpg / jpeg**
 - If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
 - **Signature in CAPITAL LETTERS shall NOT be accepted.**
7. The envelope containing the application should be superscribed with: "Application for the post of _____ (Regular / Deputation) *strikeout which is not applicable*".

8. Candidates are advised to fill their correct and active e-mail address in the online application, as all correspondences will be made by the Institute through e-mail only. Test/Interview schedule will be mailed in due course to the candidates in their registered e-mail. No separate letter (Hard copy) will be sent for this purpose. Further, for any updates, please visit the Institute website regularly, for subsequent amendments in the advertisement and results.
9. The candidates applying for any post should ensure that they fulfill all the eligibility conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of call letter to the candidate will not imply that his/her candidature has been found eligible.
10. Age relaxation will be given for SC/ST/OBC/Persons with Disabilities (PWD)/Ex-servicemen, Central Government employee as per Government of India norms. Relaxation in upper age will be as per the Recruitment Rules of non-teaching positions available in IISER Berhampur website.
11. Any relaxations in respect of Group B and C positions in terms of age and number of years of experience except the educational qualifications, in exceptionally meritorious cases or to attract more number of candidates in professional, technical and scientific nature of posts, may be recommended by the Shortlisting Committee for the approval of the Director. In case of Group A positions, it is strictly the BoG to accord such relaxations in justifiable circumstances. Candidates having relevant work experience in CFTIs either in regular/contractual/through work outsourcing basis, may be given relaxation in respect of age and work experience. Relaxations, if any, shall be only in respect of a class or category of persons. Relaxation shall not be extended to in respect of an individual except in cases where an individual can be treated as a Class or Category of persons.
12. Eligibility of candidate with regard to qualification & experience shall be calculated/considered with reference to last date of the online application. Due relaxation in respect of percentage of marks and experience will be given to SC/ST/OBC/PWD/Ex-servicemen candidates as per Government of India / UGC norms, only against reserved vacancies for such categories.
13. The shortlisted applicants shall have to appear for a test and/or interview.
14. The Institute reserves the right to: (a) conduct written and/or trade test for the post wherever the circumstances so warranted or may fix a criteria after taking into the qualification and experience of the applicants (b) not to fill all the advertised positions (c) fill up consequential vacancies including additional post arising at the time of interview for available candidate by direct recruitment. The number of positions is thus open to change.
15. The Institute has a right to decide the mode of screening and testing the applicant for short listing and selection.
16. The Institute also reserves the right to fill the posts fully or partially depending on the availability of suitable candidates without assigning any reasons thereof.
17. Mere eligibility dose not vest any right on any candidate for being called for written test /skill test/interview. The Institute may fix suitable shortlisting criteria in the event of receipt of large number of applications. The decision of the Institute in all matters related to recruitment against this advertisement shall be final. No correspondence will be entertained from the candidates in connection with the process of selection / interview. Canvassing in any manner would entail disqualification of the candidature.



18. The Institute reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Central Technical Institute/University/ Research Institution. Experience prescribed may be relaxed in the case of exceptionally meritorious candidates.
19. The Institute shall verify the antecedents or documents submitted by candidates at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her service/engagement at the Institute shall be terminated.
20. **Probation period for all regular positions is 1 (one) year.**
21. Candidates should submit their self attested copy of SC/ST/OBC/Disability Certificate issued by competent authority as per Govt. of India norms along with the application form, in support of their claim.
22. For availing the benefit of OBC category, the applicants should enclose with the applications form, OBC (Non Creamy Layer) certificate issued by the Competent Authority not earlier than six months prior to the last date for receipt of applications. The OBC Certificate should be on the proforma prescribed by the Government of India.
23. Degree as referred above should have been awarded by a recognized University / Institute.
24. Persons employed in Government/Semi Government Organizations/Autonomous Bodies should submit their application through proper channel with vigilance clearance. However, they may send an **advance copy** of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' mentioning clearly regarding vigilance clearance from their present employer during the time of interview. However, they should submit an undertaking with their application that the NOC would be submitted at the time of interview. Direct application from such candidates will not be entertained.
25. Candidates should send self-attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications and experience along with the printout of online application form. **Originals should not be sent along with the application but these must be produced at the time of test/ interview for verification.** Applications incomplete in any respect, received without self attested copies of certificates, received after the due date of submission shall be summarily rejected without intimation.
26. Certificate(s) in support of experience(s) should be in proper format i.e. it should be on the organization's letter head bearing the date of issue, specific period of work (in DD/MM/YYYY format), nature of duties, name, designation and signature of the Administrative Authority/Owner of the organization along with his/her seal.
27. Candidates applying for more than one post should apply in separate application forms. Separate application fees will also be required to be sent (as applicable).
28. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Berhampur, Odisha.
29. In case of any mistake occurring inadvertently in the process of selection, which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.
30. Eligibility of a candidate for the post applied shall be considered as on the last date of closing of online application, as per criteria specified in the advertisement.

31. The Persons with Disabilities (PWD) with minimum 40% disability are eligible to apply under the reservation category. The post of Assistant Registrar, Junior Superintendent and Laboratory Technician require these physical requirements viz. Manipulating with fingers (MF), Hearing (H), L (Lifting), Sitting (S), Seeing (SE), Standing (ST) and Walking (W) and it is suitable for one leg (OL), one arm (OA), one arm and one leg (OAL), both legs (BL), blind (B), low vision (LV), and hearing impaired (HH) PWD categories.

Categorization of PwD (a, b, c, d & e sub-categories) :

- a. Blindness and low vision;
 - b. Deaf and hard of hearing;
 - c. Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
 - d. Autism, intellectual disability, specific learning disability and mental illness;
 - e. Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.
32. No interim enquiries will be entertained. However, candidates are advised to keep visiting the Institute website www.iiserbpr.ac.in for any updates in this regard.
33. Medical Officer (Resident) will have to stay in the permanent campus of the Institute.
34. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
35. Records of the Non-Selected Candidates shall not be preserved beyond six (6) months from the date of formation of select list.

Additional Instructions for candidates applying on deputation basis.

- a) The upper age limit for appointment by deputation shall not exceed fifty-six years for posts below level-14 of the pay matrix and not exceeding Fifty-eight years for posts of Level-14 and above or as per latest instruction of govt. of India as on the closing date of receipt of applications.
- b) Persons in service of Govt./Autonomous/PSU should forward hard copy of application through proper channel along with vigilance clearance, attested copy of last five years ACR/APAR's.
- c) Hard Copy of application should be forwarded by the Cadre Controlling Authority.
- d) The other terms and conditions of the appointment on deputation will be governed in accordance with the guidelines issued by the Government of India / DoPT vide letter No.6/8/2009-Estt (Pay II) dated 17.06.2010 and as amended from time to time.

Application fee payment:

- a) Application fee ₹ 500/- should be paid through online portal. Candidates who wish to apply for more than one post should pay the fee for each post separately. The fee(s) paid shall not be refunded or adjusted under any circumstances.
- b) After paying the application fee through online, the SBI I-Collection reference number generated must be entered in the online portal and finally submit the form. Otherwise, the application will be treated as incomplete.



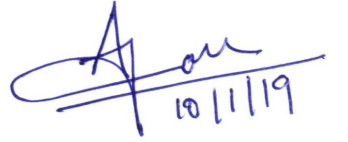
Check-list of documents to be submitted along with the application:

- i. Printout of online Application duly signed in each page.
- ii. Self-Attested copies of all Certificates, Mark sheets from Matriculation onwards.
- iii. Self-Attested copies of any other relevant certificates / testimonials.
- iv. Self-Attested copies Community Certificates (SC/ST/OBC), certificates for Persons with Disabilities (PwD) & Ex-Servicemen etc. as per Govt. of India norms. In case of OBC category candidates, latest non-creamy layer certificate is essential.
- v. Self-Attested copies of experience Certificates issued by the Competent Authorities, if any.
- vi. Any difficulties relating to submission of online application may be sent to recruitment@iiserbpr.ac.in

Address for sending the hard copy of the application and relevant documents is as follows:

Address:

**Recruitment Cell
Room No.: 205, Second Floor
Indian Institute of Science Education and Research Berhampur
Transit campus (Govt. ITI Building)
Engineering School Road, Berhampur
Dist. - Ganjam, Odisha, PIN - 760010
Tel. No. +91 680 2227 707**



**कार्यवाहक कुलसचिव/
Acting Registrar**