



**ENGAGEMENT OF NON-TEACHING POSITIONS ON INSTITUTE CONTRACT MODE**  
**“WALK-IN-EVALUATION & SKILL TEST”**

The Indian Institute of Science Education and Research Berhampur, an Institute of National Importance, established by the Ministry of Education, Government of India, 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 invites candidates through **“Walk-In-Evaluation & Skill Test”** from eligible Indian nationals to fill-up the below mentioned **purely temporary positions on Institute Contract** with monthly consolidated remuneration.

Sl. No.	Name of the Contractual position(s)	Upper age limit (in years)	Number of Post(s)	Consolidated Remuneration (per month)	Date and time of <b><u>“Walk-In-Evaluation &amp; Skill Test”</u></b> :
1.	Office Assistant	35	02	₹ 25,500.00	10:00 AM, Friday, Oct 06, 2023.
2.	Laboratory Technician (Biological Sciences)	35	02	₹ 25,500.00	10:00 AM, Monday, Oct 09, 2023.
3.	Laboratory Assistant (Chemical Sciences)	35	02	₹ 25,500.00	10:00 AM, Tuesday, Oct 10, 2023.
4.	Laboratory Assistant (Physical Sciences)	35	01	₹ 25,500.00	10:00 AM, Wednesday, Oct 11, 2023.
5.	Girls' Hostel Caretaker	35	01	₹ 25,500.00	10:00 AM, Thursday, Oct 12, 2023.
6.	Sports Coach (Female)	35	02	₹ 30,000.00	10:00 AM, Monday, Oct 16, 2023.
7.	Library Assistant	35	02	₹ 35,000.00	10:00 AM, Tuesday, Oct 17, 2023.
8.	Project Engineer (Civil)	35	01	₹ 45,000.00	10:00 AM, Wednesday, Oct 18, 2023.
9.	Electrician	35	01	₹ 20,000.00	10:00 AM, Thursday, Oct 19, 2023.

**Venue:** Transit Campus, IISER Berhampur, Govt. ITI Premises, NH-59, Engg. School Junction, Berhampur-760010, Ganjam, Odisha, 0680-2227 707/ 710.

**Note:** Interested and eligible candidates, who possess the requisite qualification and experience as mentioned below are requested to report for the **“Walk-In-Evaluation & Skill Test”** as scheduled above with the prescribed Biodata form, a recent passport size photo and all original academic certificates with mark sheet, valid ID proof, Experience Certificate, Caste Certificate (if any), Relieving Certificate (if any) **with duly self-attested a set of photocopy of the same.**

**Essential Qualification & Experience:**

- Office Assistant:** Bachelor's degree with one year of relevant experience in the fields of academic administration or Establishment, Recruitment, Store & Purchase and Finance & accounts from an Educational Institute/ University System.
- Laboratory Technician (Biological Sciences):** Bachelor's Degree in Science/Technology/Engineering (OR) Diploma in Computers & Electronics/Electrical Engineering/Instrumentation of 3 years duration in appropriate field with 1-year relevant experience in handling of laboratory and scientific equipment.
- Laboratory Assistant (Chemical Sciences):** Bachelor's Degree in Science/Technology/Engineering with one year relevant experience of working in labs in an Educational/Research Institute/University.
- Laboratory Assistant (Physical Sciences):** Bachelor's Degree in Physics with one year relevant experience of working in labs in an Educational/Research Institute/University.



5. **Girls' Hostel Caretaker:** Bachelor's Degree with one-year relevant experience in the field in an educational Institute/ University System.
6. **Sports Coach (Female):** Bachelor's Degree in Physical Education (B.P.Ed.) or its equivalent or Diploma in Coaching from NIS Patiala or its equivalent with one-year relevant coaching experience in an Educational Institute / University system.
7. **Library Assistant:** Master's Degree in Library and Information Science (MLISc) with first class & having two years of work experience in different sections of the library to learn the modern library Management system, digital technologies, web based system/service, emerging IT tools and technologies etc.
8. **Project Engineer (Civil):** Bachelor's Degree in Civil Engineering having five years of experience in preparation of estimates, tendering process, site execution, RA bill preparation, design & maintenance of civil works etc. in a reputed organization/companies/institutions of National/International Repute. Candidate should have knowledge of IS codes, CPWD norms, Auto CAD, MS-Office etc.
9. **Electrician:** ITI/Diploma in Electrical trade. The candidate should have three years of experience in maintenance and operation of LT/HT lines, DGs, Switch Gears, ancillary equipment of LT /HT substation etc.

**Important Instructions:**

- i. The engagement is for a period of 06 months, which may be extended at the sole discretion of the Competent Authority based on the performance of the candidate and requirement of the Institute. After expiry of the term, engagement shall stand terminated automatically unless the same is extended in writing. No separate notice will be served on completion of contract.
- ii. The position is purely contractual and on need based temporary engagement only. The engaged personnel will have no right whatsoever for permanent employment / absorption at IISER Berhampur.
- iii. The Competent Authority of the Institute reserves the right to cease the engagement any time without any notice period or assigning any reason, thereof.
- iv. The candidates selected for the above-mentioned position will be required to work at the Permanent Campus of the Institute situated at Laudigam and may be required to stay at the permanent campus.
- v. The payment per month is consolidated throughout the contractual engagement period. It is inclusive of all perquisite benefits, but subject to deduction of income tax and any other recoveries at source as per law in vogue.
- vi. Canvassing in any manner would be a disqualification for the candidature.
- vii. The decision of the Institute in all matters will be final. No correspondence /interim inquiries will be entertained from the candidates in connection with the process of selection. Any dispute with regard to this process will be subject to the Court having jurisdiction over Berhampur only.
- viii. Rules as applicable for regular employees in the matter of discipline will be equally applicable.
- ix. During the period of engagement, contractual personnel can avail two days of paid leave per month. Unavailed leave will not be carried forward and no leave encashment will be admitted.
- x. The contractual employee has to attend office from Monday to Saturday in a week except of Gazetted Holidays.
- xi. The aforesaid instructions shall be supplementary and in addition to the terms of engagement letter, which shall be issued to the eligible candidate.
- xii. No TA/DA will be paid to attend the Walk-In-Evaluation & Skill Test, if called for (or) for joining the post, if selected.



  
**सहायक कुलसचिव/प्रशासन**  
**Assistant Registrar/Admin**  
**Korada Manjunath**  
**Assistant Registrar**  
**INDIAN INSTITUTE OF SCIENCE**  
**EDUCATION AND RESEARCH BERHAMPUR**  
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