



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

Recruitment Notice for Non-Teaching Positions

Indian Institute of Science Education and Research Berhampur, an Institute of national importance, established by the Ministry of Education, Government 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 invites **ONLINE applications** from eligible Indian nationals to fill-up the following sanctioned regular posts as per the reservation and mode of recruitment mentioned against each: -

S. No.	Name of the posts	Group	Pay level (as per 7 th CPC)	Mode of recruitment	Vertical Reservation					Horizontal Reservation	Total No. of posts
					UR	SC	ST	OBC	EWS	PWD	
1	Registrar	A	Level 14	Contract/ Deputation	01	00	00	00	00	00	01
2	Librarian	A	Level 14	Direct Recruitment/ Deputation	01	00	00	00	00	00	01
3	Superintending Engineer	A	Level 13	Direct Recruitment/ Deputation	01	00	00	00	00	00	01
4	Deputy Registrar	A	Level 12	Direct Recruitment	01	00	00	00	00	00	01
5	Scientific Officer	A	Level 10	Direct Recruitment	00	00	00	01**	00	00	01
6	Junior Superintendent	B	Level 06	Direct Recruitment	01	00	00	00	00	01**	01

**BACKLOG VACANCY

The essential, desirable qualification and experience for posts mentioned above are as under:

Name of Post	Registrar
No. of vacancy	01-UR
Pay Level	14
Upper Age Limit	57 years
Tenure	The post of Registrar shall be for a fixed term not exceeding 05 years in case of appointment by contract or in case of deputation, the term of deputation will be initially for a period upto 03 years only and can be extended upto a maximum period of 05 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 (Contract):</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"> <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.

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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.
Name of Post	Librarian
No. of vacancy	01-UR
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"> i. 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. ii. Evidence of innovative library service and organization of published work. iii. 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.

Name of Post	Superintending Engineer
No. of vacancy	01-UR
Pay Level	13
Upper Age Limit	57 years
Essential Qualifications/Experience	
Academic	First class degree or equivalent grade in Engineering in relevant field (preferably in Civil) 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	<ol style="list-style-type: none"> 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.

Name of Post	Deputy Registrar
No. of vacancy	01-UR
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"> i. 5 years of administrative experience as Assistant Registrar at level-10 or in an equivalent post, OR ii. Nine years of experience as Assistant Professor in the AGP 6000/- (Level 10) and above, with experience in educational administration, OR iii. Comparable 5 years' experience in a research establishment and/or other institutions of higher education at level-10.

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	<p>While gaining the above experience the candidate should have worked in a Government or Semi Government Organization/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"> Administrative matters including Legal, Labour relations & laws, Public relations, Recruitments, Establishments in Administrative wing. Academic matters such as conduct of examinations, maintenance of students' records in Academic Section. 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"> Qualification in area of Management/Engineering/Law. Experience in handling computerized administration/legal/financial/establishment matters. 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:</p> <p>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 organized services/Semi-Govt./PSU/Govt. Autonomous organizations/Govt. Universities/Govt. Institutes of national importance.</p>

Name of Post	Scientific Officer
No. of vacancy	01-OBC (Backlog)
Pay Level	10
Upper Age Limit	40 years
Mode of Recruitment	Direct Recruitment
Essential Qualifications/Experience	
Academic	B. E./B. Tech or M.Sc./MCA Degree in relevant field with first class or equivalent grade (6.5 in 10-point scale) and consistently excellent academic record. Knowledge of computer applications like Word, Excel, PowerPoint, etc.
Experience	5 years' experience in relevant field, e.g., operation of scientific/technical equipment and support to academic and research framework.
Desirable Qualifications/Experience	
Academic	M. Tech. /Ph.D. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
Experience	At least 5 years of work experience in advanced sophisticated instrumentation/equipment like NMR, XRD, EPR, etc. in a supervisory position in Multinational/Research/ Academic establishments of National/International Repute. OR 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.

Name of Post	Junior Superintendent
No. of vacancy	01-UR (Backlog for PwD)
Pay Level	Level - 6
Upper Age Limit	35 years
Essential Qualifications/Experience	
Academic	<ol style="list-style-type: none"> Bachelor's Degree in any discipline. Knowledge of computer applications with sufficient typing speed, proficiency in office application like Word, Excel, PowerPoint, etc.



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Experience	Overall 3 years working experience in Central/State Govt. or similar organised services/Semi-Govt./ PSU/Govt. Autonomous organisation/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 recognised 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.

General Instructions:

1. IISER Berhampur ensures gender equality in its recruitment process.
2. The candidates are required to apply through **ONLINE** process. Please visit Institute website www.iiserbpr.ac.in for submission of online application.
3. **The opening date of submission of online application is 09:00AM of May 31, 2021 and closing date for submission of online application is 05:30PM of June 21, 2021. The last date for receipt of hard copy of application is 05:30PM of July 20, 2021.**
4. A printout of the online application form, duly signed in each page along with self-attested copies of certificates of all educational qualification, experience and testimonials must reach the Institute **on or before July 20, 2021**.
5. The complete application should be sent through **Speed Post /Registered Post only**. The Institute shall not be responsible for any postal delay. **Applications not received within the due date shall be summarily rejected.** No correspondence in this regard shall be made by the Institute.
6. The applicant is required to pay a **non-refundable** application fee of **₹500/-** (Rupees Five Hundred only) **through online (SBI I-Collect)** for each post applied. However, application fee is exempted for candidates belonging to Women/SC/ST/PWD/Transgender category. In case of Ex-servicemen candidate(s), the application fees is exempted for Group B & C positions only. For claiming exemptions, the applicant has to submit a self-attested copy of SC/ ST/ PwD/Transgender certificate/identity proof/ Discharge Certificate.
7. Application fee once paid shall not be refunded under any circumstances.
8. **Guidelines for Scanning and Uploading of Photo and Signature:**
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 size color photo.
- Make sure that the picture is in color, taken against a light-colored, 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 are clearly visible.
- Wearing of cap, hat and dark glasses in the photograph is not acceptable.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between **20–50 KB** with a dimension of (4.5 x 3.5 cm)
- Image type: **.jpg / .jpeg**

Signature Image:

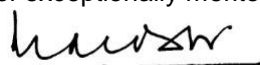
- The applicant has to sign on white paper with Black/Blue ball point pen.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between **10 – 20 KB**
- Image type: **.jpg / .jpeg**

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.



9. The envelope containing the application should be super-scribed with: “**Application for the post of _____**”, **Application No. _____ and advertisement no. _____ dated _____**.
10. Candidates are advised to fill their **correct and active e-mail address in the online application form as all correspondences will be made by the Institute through e-mail only**. Recruitment schedule will be mailed to the shortlisted candidates in due course to their registered e-mail ID only. No separate letter (Hard copy) will be sent for this purpose. **Further, for any updates, subsequent amendments in the advertisement and results, please visit the Institute website regularly.**
11. The candidates applying for any post should ensure that they fulfill all the eligibility criteria and 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 for attending the test will not imply that his/her candidature has been found eligible.
12. Any relaxation in respect of Group B and Group C positions, in terms of age and number of years of experience but not 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 Board of Governors (BoG) of the Institute 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 (up to a maximum of three years) and work experience in group B and C positions only. 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.
13. Age relaxation will be provided for SC/ST/OBC/Persons with Disabilities (PwD)/Ex-servicemen, Central Government employee as per Government of India norms, as applicable.
14. Due relaxation in respect of age will be given to SC/ST/OBC/PWD/Ex-servicemen candidates as per Government of India norms, only against reserved vacancies for such categories and can only be claimed on submission of valid community certificate issued prior to the date of issuance of this recruitment notice. In other words, no age relaxation would be available for SC/ST/OBC candidates applying for unreserved Post/vacancies.
15. Eligibility of candidate with regard to qualification, age & experience shall be reckoned/considered as on **last date of submission of online application**.
16. For all other details the recruitment rules available on Institute website.
17. In case of Group A post, the selection may be based on written test and/or interview. However, considering the current COVID-19 pandemic the selection may be done only through online mode or as decided by the selection committee/competent authority considering the prevailing condition at the time of selection.
18. In terms of Department of Personnel and Training (DoPT) Office Memorandum No. 39020/01/2013-Estt.(B) dated October 09, 2015, Interview has been dispensed in all group C posts and group B Non-Gazetted posts. Accordingly, selection for group B & C posts will be only on the basis of written test merit.
19. The Institute reserves the right to:
- Conduct written and/or trade test for the post wherever the circumstances so warranted or may fix a criterion after taking into the qualification and experience of the applicants.
 - not to fill all/some of the advertised positions.
 - fill up consequential vacancies including additional post arising at the time of test/interview for available candidate by direct recruitment. The number of positions is thus open to change.
20. The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection.
21. 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.
22. Mere eligibility does 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.**
23. The Institute reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Central Funded Technical Institute/University/ Research Institution. Experience prescribed may be relaxed in the case of exceptionally meritorious candidates.




24. 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.
25. **Probation period for all regular positions is 01 (one) year.**
26. 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.
27. Degree as referred above should have been awarded by a recognized University / Institute.
28. Persons employed in Government/Semi Government Organizations/Autonomous Bodies should submit their application through **proper channel**. **The forwarding office should send the application along with NOC cum experience certificate cum vigilance clearance certificate (as per the format attached) within the last date of receipt of hard copy at IISER Berhampur**. However, the candidate may send an **advance copy** of the application incase if he/she is unable to process his/her application through proper channel(due to COVID-19 Pandemic) within the last date of receipt of hard copy mentioning as ADVANCE COPY on the front page of the application along with an undertaking that NOC & Vigilance Clearance certificate from the present employer will be submitted at the time of Test/interview.
29. 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 those must be produced at the time of test/ interview for verification**. The application should be affixed with a photograph of the candidate enclosed with other relevant documents need to be self-attested. Applications incomplete in any respect, received without self-attested copies of certificates & photograph and received after the due date of submission shall be summarily rejected without intimation.
30. 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 Competent Authority of the organization along with his/her seal.
31. Candidates applying for more than one post should apply in separate application forms. Separate application fees will also be required to be paid. (as applicable).
32. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Berhampur, Odisha only.
33. 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.
34. The Persons with Disabilities (PwD) of following category with minimum 40% disability are eligible to apply:

S. No.	Name of the Post	Physical Requirements	Categories of Disabled suitable
1	Registrar	Sitting, Standing, Walking, Seeing, Hearing, Communication	One Arm, One Leg, Blind, Low Vision, Hearing Impaired
2	Librarian	Sitting, Standing, Walking, Seeing, Bending, Communication	One Arm, One Leg, Lower Vision, Hearing impaired
3	Superintending Engineer	Sitting, Standing, Walking, Bending, Manipulation by Fingers, Reading & Writing, Seeing, Communication	One Leg, One Arm, Hearing Impaired
4	Deputy Registrar	Sitting, Standing, Walking, Seeing, Hearing, Communication	One Arm, One Leg, Blind, Low Vision, Hearing Impaired
5	Scientific Officer	Manipulation by Fingers, Hearing, Reading & Writing, Seeing	One Leg, Blind or Low Vision, Hearing-handicapped
6	Junior Superintendent	Sitting, Standing, Walking Reading & Writing, Seeing, Hearing, Communication	One Arm, One Leg, One Arm and One leg, Both Legs, Both legs and one Arm, Blind, Low Vision, Hearing Impaired.

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

- Blindness and low vision;
- Deaf and hard of hearing;
- Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- Autism, intellectual disability, specific learning disability and mental illness;
- Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.



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35. 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.
36. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
37. In case of deputation from Armed Forces/Defense Services, Institute will not pay any Military Service Pay / Technical Pay / Ration money / Special Allowances specific for defense service personnel etc.

Additional Instructions for candidates applying on deputation basis.

- a) Persons in service of Govt./Autonomous/PSU should forward hard copy of application through proper channel **along with NOC cum experience certificate cum vigilance clearance certificate (as per the format attached) within the last date of receipt of hard copy at IISER Berhampur.** Attested copy of last five years ACR/APAR's should also be attached.
- b) Hard Copy of application should be forwarded by the Cadre Controlling Authority.
- c) 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.
- d) Maximum age limit in case of appointment by deputation will be governed in line with DoPT OM no. AB-14017/11/2017-Estt.(RR) dated February 05, 2018 or as amended from time to time.
- e) The period of deputation will be initially for a period upto three years, which can be extended in line with Govt. of India guideline/instruction on deputation from time to time.

Application fee payment:

- a) Application fee ₹ 500/- (Rupees Five Hundred only) should be paid through online portal (SBI I-collect link available in the online application portal) for each position. 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 generated **SBI I-Collection reference number must be entered in the online application portal** and finally submit the form. Otherwise, the application will be treated as incomplete.

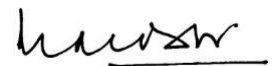
Checklist of documents (self-attested) to be submitted along with the application:

- Printout of online application duly signed in each page.
- Self-Attested copies of all Certificates, Mark sheets from Matriculation onwards.
- Self-Attested copies of any other relevant certificates / testimonials.
- Self-Attested copies Community Certificates (SC/ST/OBC/EWS), 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.
- Self-Attested copies of experience Certificates issued by the Competent Authorities, if any.
- 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:

**To,
The Assistant Registrar
Recruitment Cell
Room No.: 206, Second Floor
Indian Institute of Science Education and Research Berhampur
Transit campus (Govt. ITI Building)
Engineering School Road, NH-59
Berhampur, Dist. - Ganjam,
Odisha, PIN - 760010
Tel. No. +91 680 2227 710**



**सहायक कुलसचिव/
Assistant Registrar**
Korada Manjuraath
Assistant Registrar
INDIAN INSTITUTE OF SCIENCE
EDUCATION AND RESEARCH BERHAMPUR
Transit Campus, Govt. ITI Berhampur
Ganjam-760 010, Odisha



(To be printed in Letterhead of the Forwarding Office)

NOC CUM EXPERIENCE CUM VIGILANCE CLEARANCE CERTIFICATE

To be forwarded to:

**Indian Institute of Science Education and Research Berhampur,
Ganjam, Odisha-760010**

The applicant Mr./Ms./Dr., who has submitted this application for the post of against advertisement no. NT-01/21 dated May 23, 2021 of IISER Berhampur has been working in this organization namely.....as(name of the position holding), in a temporary/ contract/ permanent capacity with effect from in the Pay level..... (S)he is drawing a basic pay of Rs. in cell no.....

His/her next increment is due on

Also, on his/her selection, he/she will be relieved from the present position of within months.

Brief description of the job profile of the applicant:.....

(A separate sheet may be attached, if required)

Further, it is also certified that no disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant.

There is No Objection for his/ her application being considered by the Indian Institute of Science Education and Research Berhampur, Ganjam, Odisha-760010.

Date:

Place:

Name:

Designation:

Signature of the forwarding Authority

(with seal)