



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

ENGAGEMENT OF CONTRACTUAL TEMPORARY NON-TEACHING POSITIONS

Applications are invited from eligible indian citizens having requisite qualificatina and experience for engagement to the following contractual (non-sanctioned) temporary positions.

Sl. No.	Name of the contractual position	Number of Posts	Monthly Consolidated remuneration
1.	Office Assistant	09	Rs. 25,500/-
2.	Accounts Assistant	02	Rs. 25,500/-
3.	ERP Support Assistant (Academic Affair)	01	Rs. 25,500/-
4.	Technical Assistant – Lectuer Hall Complex support (Academic Affair)	01	Rs. 25,500/-
5.	Laboratory Assistant (CAIF)	01	Rs. 25,500/-
6.	Laboratory Assistant (Chemistry)	03	Rs. 25,500/-
7.	Laboratory Assistant (Physics)	01	Rs. 25,500/-
8.	Laboratory Assistant (Biology)	01	Rs. 25,500/-
9.	Technical Assistant (Hardware & Server maintenance)	01	Rs. 25,500/-
10.	Sports Coach (1-Male & 1-Female)	02	Rs.26,300/-
11.	Boys Hostel Care Takers	02	Rs. 25,500/-
12.	Girls Hostel Care Takers	02	Rs. 25,500/-
13.	Junior Site Engineer (Mess & Hostels Maintenance)	01	Rs. 25,500/-
14.	Site Engineer (Electrical)	01	Rs.26,300/-
15.	Guest House Care Taker	02	Rs.20,500/-
16.	Guest House Cook	01	Rs.20,500/-
17.	Senior Project Administrator	01	#
18.	Clinical Psychologist	01	@

Consolidated pay will be in commensurate with the experience and the last position held by the candidate and as decided by the competent authority.

@ Consultation fee will be in commensurate with the qualification, experience and will be fixed on session / hours / days basis of engagement, as mutually agreed and decided by the competent authority.

Important Instructions :

1. The positions are purely adhoc, temporary, contractual and on need based engagement only. The engaged personnel will have no right what so ever for permanent employment / absorption at IISER Berhampur. The posts are of purely in temporary basis and cannot be considered for creation to the regular establishment of the institute.

2. The upper age limit is 35 (thirty five) years for the posts mentioned from Srl 1 to 16 above. The crucial date for calculation of upper age limit is the last date for submission of application through email at contractpost@iiserbpr.ac.in (i.e., January 16, 2021).
3. The selected candidate will have to submit a notarized affidavit executed in a non-judicial stamp paper worth Rs.100/- that the post against he/she is to be engaged at IISER Berhampur is a purely adhoc, temporary, contractual basis for a fixed term of not more than 11 months and on monthly consolidated payment basis and will not demand for any regularization/absorption against any regular positions and will not claim for continuation beyond the specified period of contractual engagement.
4. The contract is initially for a period of maximum 11 months, which may be extended for maximum up to another 11 months 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.
5. At any case the contractual engagement of any category will not exceed for more than a maximum of 02 terms of 11 months each (ie., maximum of 22 months).
6. The competent authority of the Institute reserves the right to cease the engagement any time without any notice period or assigning any reason.
7. The aforesaid instructions shall be supplementary and in addition to the terms of engagement letter, which shall be issued to the eligible candidate.
8. The Institute reserves the right to increase or decrease the number of posts based on the functional requirement of the Institute.

Essential Qualification & Experience required :

1. **Office Assistant** : Bachelor's degree with 1 year relevant experience in the fields of academies administration or establishment, recruitment , store & purchase and accounts & finance from an educational Institute/ University System.
2. **Accounts Assistant** : Bachelor's degree in Commerce with 01 year of relevant experience in working with Tally software, preparation of BRS (Bank Reconciliation Statement), maintenance of asset register, assistance in finalization of statement of accounts, day to day office work in Finance & Accounts Office of an educational institute/university system/reputed commercial organizations.
3. **ERP Support Assistant & Technical Assistant - Lectuer Hall Complex support (Academic Affair)**: Bachelor's degree in Computer Science/ IT/ Computer Application/ECE with 1 year relevant experience working in an ERP based academies administration area of an educational Institute/ University System.
4. **Laboratory Assistant** : Bachelor's Degree in Science with 01 year experience of working in labs in an educational/research institute/university.
5. **Technical Assistant (Hardware & Server maintenance)**: Bachelor's degree with PG Diploma in hardware & networking with at least 3 years of relevant working experience. Essential knowledge of Virtualization, Linux, Hardware maintenance, PBX(Telephony Service) is mandatory.
6. **Sports Coach**: Graduate with Bachelor of Physical Education (B.P.Ed.) or its equivalent or Diploma in Coaching from NIS Patiala or its equivalent with 1 year relevant coaching experience in an educational institute / university system.
7. **Hostel Care takers**: Bachelor's degree with 1 year relevant experience in the field in an educational Institute/ University System.

8. **Junior Site Engineer (Mess & Hostels maintenance) - Hostel Affairs:** Bachelor's degree in Engineering with 1 year relevant experience in the field in an educational Institute/ University System.
9. **Clinical Psychologist** : Master's Degree in Clinical Psychology with at least 02 years of practice.
10. **Site Engineer (Electrical):** Bachelor's Degree in Electrical having drafting skills by adopting latest Auto CAD packages. One year experience in electrical maintenance, designing and planning of electrical works in a reputed works organization/companies/institutions of National/International Repute.
11. **Junior Guest House Care Taker & Guest House Cook** : 10th Class pass with relevant experience of atleast 1 year in a guest house of an educational institute/university/reputed organizations.
12. **Multi Tasking Staff (Guest House):** 10th pass with relevant experience of maintaining, processing of records, books, registers, guest house charges collection and expenditure details etc.
13. **Senior Project Administrator** : The institute now at its formative stage is looking for this senior level position on contractual basis. The incumbent will be responsible for providing expert level opinion and consultation to the higher authorities of the institute in all matters pertaining to the financial and administrative issues arising while development of permanent campus, academic administration, finance, purchase matters etc.

He should be a Post Graduate in any discipline and should have more than 25 years of working experience in institutes of national importance/centrally funded research/technical/ higher educational institutes of national repute/central universities etc., under the Central Government. The candidate should have served in such institutions at the level of Registrar/ Finance Officer/Deputy Registrar/ Deputy Finance officer/ Deputy Financial Advisor/COA/CAO etc., and should have retired atleast from the Pay Matrix Level 12 or Equivalent or higher.

Terms & Conditions, procedure to apply for the contractual positions :

1. Candidates are required to send prescribed application as per format attached with this advertisement only by e-mail to contractpost@iiserbpr.ac.in on or before **January 16, 2021**. The filled in application form (as per the prescribed format) should be enclosed with scanned copies of documents in support of qualification, experience claimed by the applicant. Application along with all supported documents should be sent as a **single PDF** (all pages should be self attested). Any application received by post/courier/by hand etc. will NOT be considered.
2. A scanned copy of valid identity proof (Aadhar/PAN Card/Voter ID card/Govt approved identity proof) should also be enclosed. The shortlisted candidates called for the selection process has to produce the original certificates, original Identity proof and two recent passport size colour photographs while appearing for the process.
3. All Qualification, Experience and upper age limit will be reckoned as on January 16, 2021. Degree / diploma as referred above should have been awarded by a recognized University/ Institute only.
4. The position is purely on contractual, temporary and on ad hoc basis and may be terminated at any time without notice.

5. The Institute reserves the right not to fill all or any of the posts advertised, increase or decrease the number of posts required and to reject any or all the applications without assigning any reason.
6. The payment per month is consolidated without any periodical increment throughout the contractual engagement period irrespective of months, and terms, it is inclusive of all taxes, perquisite benefits, but subject to deduction of income tax and any other recoveries at source as per law.
7. Candidates may be posted and/or transferred to any internal department at any time during contract period at the discretion of the management.
8. Canvassing in any manner would entail disqualification of the candidature.
9. The eligible, shortlisted applicants will be called for to attend the engagement selection process as decided by the institute and no change in the process or date or method of selection will be entertained or any queries on this will not be entertained.
10. 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 Court having jurisdiction over Berhampur only.
11. Service and Institute Rules as applicable for regular employees in the matter of disciplinary will be equally applicable.
12. During the period of engagement, a contractual personnel can avail two days paid leave per month. Unavailed leave will not be carried forward and no leave encashment will be admitted.
13. The working working hours will be from 9 AM to 05.30 PM with half an hour lunch break from 1:00 -1:30 PM.
14. The contractual employee has to attend office from Monday to Saturday in a week except gazetted holidays.
15. No TA/DA will be paid to attend the process, if called for.

Registrar
IISER Berhampur