



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

Indian Institute of Science Education and Research Berhampur-760010, Ganjam, Odisha 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 scientist and academicians of the highest quality.

The Institute invites offline applications from eligible Indian Nationals to fill up the below mentioned vacancies through Institute Contract in terms of Statutes 20.2 of IISER.

S. No.	Name of the Post	No of vacancies	Mode of Recruitment	Consolidated Pay per month	Period of Engagement
01	Consultant (Academic Administration)	01(one)	CONTRACT (by Institute)	Rs. 50,000/-** (Rupees fifty thousand only) Consolidated-all inclusive	Initially for a period of 01(one Year) extendable by 02 more years subject to functional requirement

\*\* Negotiable to higher consolidated pay, in case of deserving candidates, as per the recommendation of the Selection Committee.

1. **Age:** Upper age limit upto 62 years.
2. **Essential Qualification:** Post-Graduate in any discipline.
3. **Essential Experience:**
  - Should have work experience of atleast four to five years in Academic Administration/ Academic Programmes of Departments in Higher Educational Institutes like IITs, IISERs, IIMs, NITs & Central Universities in the pay level-7(as per VII CPC) or equivalent and above.
  - Should have knowledge and working experience in using academic software/ERPs.
4. **The responsibilities will include: -**
  - (i) Admissions related works of BSMS students i.e. Planning and execution of Admission and Maintenance of students' data in ERP.
  - (ii) Issue of advertisement for PhD and subsequent admission activities.
  - (iii) Generation of grades and grade cards through ERP. Assisting the Coordinator in admission, enrollment process, time table, all administrative works related to development of course curriculum, course framework related processes.
  - (iv) Scholarship enrollment, claims, disbursement and maintenance of records (Different types of scholarships).
  - (v) All Examinations related works.
  - (vi) SRS/Online student's testing and review related works.
  - (vii) Conduct of Senate meetings.



5. The Consultant should have following capabilities

- (i) Ability to interpret complex policies and procedures furnished by Institute/ Government authorities.
- (ii) Ability to articulate and have excellent communication & writing skills.
- (iii) Ability to prioritize the work with the coordination with colleagues and give attention to the fine details.
- (iv) Proficiency in computer and office software applications.
- (v) Knowledge of policies, procedures, and practices related to Academic/Student affairs.

6. Other Terms and Conditions:

- (i) The position is based at Berhampur, Odisha, but some works may be assigned to be carried out at outstations also, as required.
- (ii) No TA, DA etc. would be paid for attending the Interview.
- (iii) In case there are substantial number of applicants, the Director, IISER reserves the right to devise such criteria as deemed fit to shortlist the candidates for the interview. The decision of the Director, IISER shall be final and binding on all, in this respect.
- (iv) If none of the eligible candidate(s) is found appropriate by the selection committee with respect to merit and suitability to carry out the work, the position(s) will not be filled in this instance.
- (v) Selected candidate would devote full-time to the job as per Government norms and would not take other job/consultancy during his/her engagement as consultant at IISER.
- (vi) Working as Consultant will not give any right to the candidate either for continuity or for absorption at the institute. IISER Berhampur will not have any liability whatsoever.

7. Selection Procedure: A duly constituted Selection Committee shall select the candidate after interview of the applicants or may recommend the candidate based on the bio data received. The Selection Committee also can nominate a person from across the country if found with better merits than the applicants.

8. Interested applicants fulfilling the eligibility criteria may submit their bio-data in the following format (IN TYPE WRITTEN ONLY). The envelope containing the biodata supported with self-attested educational qualification certificates, copies of work experience certificate may be sent by speed post only to the below mentioned address super- scribing on the envelope as "application for the post of **Consultant (Academic Administration)**" to reach the following address on or before **November 18, 2019 till 05.30 pm.**

Address:

Office of the Registrar  
Room No.206, IISER Berhampur  
ITI Campus, Engineering School Road  
Berhampur-760010, Ganjam, Odisha.



Deputy Registrar  
IISER Berhampur



**Bio-Data****1. Candidate's Profile:**

Name	First	Middle	Last
Father's Name	First	Middle	Last
Date of Birth (DD/MM/YYYY)			
Gender: Male/Female			
Category : Gen/SC/ST/ OBC/PH/Others			
Marital Status			
PAN No.			
Whether any vigilance case(s) pending?			
Nearest Police Station & Dist. Headquarters			

**2. Contact Details:**

	Permanent	Correspondence
House No. Street		
Village/Town/		
PIN Code		
Landline No.		
Mobile No.		
E-Mail		

**3. Post Applied for:**

Advt. Date:	
Designation:	

4. Academic Qualifications (in chronological order from 10th onwards):

Degree/ Diploma/ Certificate	Board/ University	Year of passing	Grade Division	Percentage /CGPA	Subjects/studied	Photocopies encl. no.

5. Work Experience:

Organization Name	Designation	Job Responsibilities	Duration of work	No of years (YY:MM)	Enclosure No.

6. **Declaration:** I hereby undertake that all the details furnished above are true to the best of my knowledge and I am liable for any disciplinary action or any other action as deemed fit, if found otherwise.

Signature: \_\_\_\_\_

Place:  
Date:

Name: