



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- 03/19

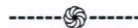
Date: October 16, 2019

Recruitment Notice for Non-Teaching Positions

Indian Institute of Science Education and Research Berhampur, an Institute of national importance, is 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 only**.

Sl. No.	Name of the Post	Pay Level	Group	No. of Vacancy	UR	Vertical Reservation			
						SC	ST	OBC	EWS
1	Superintendent	7	B	01	01	-	-	-	-
2	Junior Translator (Rajbhasha)	6	B	01	01	-	-	-	-
3	Laboratory Technician	5	C	01	01	-	-	-	-
Total				03	03	-	-	-	-



The essential/ desirable qualifications and experience for posts mentioned above are as under:

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. 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 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.

Name of Post/Cadre		Junior Translator (Rajbhasha)
Pay Level		6
Upper Age Limit		35 years
Essential Qualifications/Experience		
Academic		Master'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 OR Master'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 OR Master'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; OR Master'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; OR Master'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; AND 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.
Experience		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. Knowledge of computer office applications with sufficient typing speed, proficiency in office application like Word, Excel, Power Point etc.
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.

Name of Post/Cadre		Laboratory Technician
Pay Level		5
Department		Physical 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.

General Instructions:

1. The candidates are required to apply through **ONLINE** process. Please visit Institute website <https://www.iiserbpr.ac.in> for online application. Online application will commence from **09:00 AM on October 18, 2019 (Friday)** and the last date for submission of online application is **November 07, 2019 (Thursday) till 11:59 PM**. Last date of receipt of hard copy of online-submitted application form is **November 18, 2019 (Monday) till 05:30 PM**.
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 **November 18, 2019 (Monday) till 05:30 PM**. 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) for each post 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 size 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 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 **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)". against Advt. No. NT-03/19 dated October 16, 2019.
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' registered e-mail ID. 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.



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 for attending the test 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 given as per the Recruitment Rules of non-teaching positions available in IISER Berhampur website.
11. Any relaxation 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, age & experience shall be calculated/ considered with reference to last date of the online application. Due relaxation in respect of age and number of years of 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:
 - (a) to conduct written and/or trade test for the post wherever the circumstances so warranted or may fix some criteria after taking into the qualification and experience of the applicants.
 - (b) not to fill all/some of the advertised positions.
 - (c) to 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.
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 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.
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 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 test/interview. However, they should submit an undertaking with their application that the NOC would be submitted at the time of test/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.** The to be affixed photograph of the candidate along 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.
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), post held, pay level, nature of duties with 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 paid. (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) of following category with minimum 40% disability are eligible to apply:

Name of the Post	Categories of Disabled suitable
Superintendent	One Arm, One Leg, One Arm & One Leg, Both Leg, Both Leg & One Arm, Low Vision, Hearing Impaired
Junior Translator (Rajbhasha)	One Arm, One Leg, One Arm & One Leg, Both Leg, Both Leg & One Arm, Blind, Low Vision, Hearing Impaired
Laboratory Technician	One Arm, One Leg, One Arm & One Leg, Both Leg, 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.
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. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
34. Records of the Non-Selected Candidates shall not be preserved beyond six (6) months from the date of formation of select list.



35. Application fee payment:

- a) Application fee ₹ 500/- should be paid through online 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 portal and finally submit the form. Otherwise, the application will be treated as incomplete.

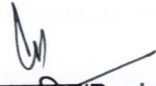
36. Check-list of documents to be submitted along with the application:

- a) Printout of online application duly signed in each page.
- b) Self-Attested copies of all Certificates, Mark sheets from Matriculation onwards.
- c) Self-Attested copies of any other relevant certificates / testimonials.
- d) 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.
- e) Self-Attested copies of experience Certificates issued by the Competent Authorities, if any.
- f) 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.: 206, 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


कुलसचिव/Registrar

