

Recruitment Notice for Non-Teaching Positions

 Opening date for submission of online application: **0900 hrs. of September 01, 2023**

 Closing date of submission of online application: **1730 hrs. of September 30, 2023**

 Crucial date for calculation of age/qualification/experience: **September 30, 2023**

The 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 Non-Teaching regular posts as per the reservation and mode of recruitment mentioned against each: -

Sl. 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	EWS	OBC	SC	ST	PwBD	
1	Superintending Engineer	A	13	Direct Recruitment	01	00	00	00	00	00	01
2	Assistant Librarian	A	10 (AGP)	Direct Recruitment	01	00	00	00	00	00	01
Total					02	00	00	00	00	00	02

The essential, desirable qualification and experience for post(s) mentioned above are as under:

1. Superintending Engineer	
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 from a recognized University/Institute. Knowledge of computer applications like Word, Excel, PowerPoint, 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	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.

2. Assistant Librarian	
Name of Post	Assistant Librarian
No. of vacancy	01-UR
Pay Level	10 (AGP)
Upper Age Limit	40 years

Essential Qualifications/Experience	
Academic	i. Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with CGPA of 6.5 in 10-point scale or at least 60% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with superior knowledge of computerized library service. ii. Qualifying in the national level test conducted for the purpose of UGC or any other agency approved by the UGC. iii. However, candidates, who are, or have been awarded Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment. iv. Knowledge of computer applications like Word, Excel, PowerPoint etc.
Experience	5 years' experience as Library Information Assistant/Library Information officer
Desirable Qualifications/Experience	
Academic	PG Diploma in Library Automation and Networking or PGDCA or equivalent.
Experience	Minimum 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.

General Instructions:

1. IISER Berhampur ensures gender equality in its recruitment process. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
2. The candidates are required to apply through ONLINE only. Please visit Institute website www.iiserbpr.ac.in for submission of online application through the online link. **NO NEED TO SEND HARD COPY**. However, in case of shortlisting for further selection test/Interview, the candidates have to produce the hard copies of all requisite document in original for verification at the time of selection test/Interview, as applicable.
3. While filling the online application, the candidate has to upload self-attested copies of all relevant documents such as educational mark sheets/ certificates/ experience certificate/ caste certificate/ relieving order/ valid ID proof issued by State/Central Govt. and other supporting documents as claimed in the online application portal, as applicable.
4. Applicants working in IDA pattern/other than CDA pattern are requested to upload a copy of equivalence certificate with CDA pattern from their respective organization in support to their essential experience.
5. The applicant is required to pay a non-refundable application fee of ₹500/- (Rupees Five Hundred only) through online for each post applied. However, application fee is exempted for candidates belonging to Women/SC/ST/PwBD/Transgender category only. For claiming such exemptions, the applicant has to submit a self-attested copy of SC/ ST/ PwBD/Transgender certificate/Identity Proof. Application fee once paid shall not be refunded under any circumstances.
6. **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 10-100 KB with a dimension of (4.5 × 3.5 cm)
- Image type: .jpg / .jpeg

Signature Image:

- The applicant has to sign on white paper with Black/Blue ball point pen only.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10-100 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.
7. 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. A list of shortlisted and rejected applications will be published post-wise on Institute Website for information of all. 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 (www.iiserbpr.ac.in) regularly.
 8. 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.
 9. Any relaxation in respect of Group A positions, it is strictly the Board of Governors (BoG) of the Institute to accord such relaxations in justifiable circumstances.
 10. Age relaxation will be provided to SC/ST/OBC/Persons with Disabilities (PwBD)/Ex-servicemen, Central Government employee as per Government of India norms, as applicable from time to time.
 11. Due relaxation in respect of age will be given to SC/ST/OBC 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.
 12. Eligibility of candidate with regard to qualification, age & experience shall be reckoned/considered as on last date of submission of online application. Degree as referred above should have been awarded by a recognized University / Institute.
 13. 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.
 14. The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection.
 15. 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.
 16. 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.**
 17. 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.
 18. 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.
 19. **Probation period for all regular positions is 01 (one) year.**
 20. Persons employed in Government/Semi-Government Organizations/Autonomous Bodies/PSU should upload NOC cum Vigilance cum Experience Certificate as per the prescribed format only mentioned in the advertisement.
 21. 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).
 22. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over **Berhampur, Ganjam, Odisha** only.
 23. 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.



24. The Persons with Benchmark Disabilities (PwBD) of following category with minimum 40% disability are eligible to apply. Further, all instructions on PwBD as amended from time to time issued by the Government of India will be applicable.

Sl. No.	Name of the Post	Physical Requirements	Categories of Disabled suitable
1	Superintending Engineer	Sitting, Standing, Walking, Bending, Manipulation by Fingers, Reading & Writing, Seeing, Communication	One Leg, One Arm, Hearing Impaired
2	Assistant Librarian	Sitting, Standing, Walking, Bending, Seeing, Communication	One Leg, One Arm, Low vision, Hearing Impaired

Categorization of PwBD (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.
25. 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.
26. Recruitment rules containing indicative syllabus is available on Institute website i.e. <https://www.iiserbpr.ac.in/assets/pdf/new/Recruitment%20Rule.pdf>
27. In case of any ambiguity between the English and Hindi version, the **English** shall prevail.
28. Any difficulties relating to submission of online application may be sent to recruitment@iiserbpr.ac.in.




कुलसचिव/Registrar

प्रदीप कुमार राय / Pradeep Kumar Ray
कुलसचिव / Registrar
आई.आई.एस.ई.आर. बरहपुर/IISER Berhampur
(An Institute of National Importance under MoE, Govt)

(To be printed in Letterhead of the Forwarding Office)

NOC CUM EXPERIENCE CUM VIGILANCE CLEARANCE CUM EXPERIENCE CERTIFICATE**To be forwarded to:****The 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-02/2023 dated August 8, 2023** 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 till date in the Pay level..... / with a consolidated salary of Rs.------(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:.....

Sl. No.	Name of the position holding	Pay Level and Cell / Consolidated Remuneration	From	To	Duties performed /duties assigned	Remarks, if any

(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 and the said applicant has submitted Immovable Property Return (IPR).

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:

Signature of the forwarding Authority

Designation:

(with seal)

(Strike out which is not applicable)

