

Recruitment Notice for Non-Teaching Positions

Opening date for submission of online application: **0900 hr of June 01, 2023**

Closing date of submission of online application: **1730 hr of June 30, 2023**

Crucial date for calculation of age/qualification/experience: **June 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 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	Deputy Registrar	A	12	Direct Recruitment	01	00	00	00	00	00	01
2	Technical Officer	A	10	Direct Recruitment	01	00	00	00	00	00	01
3	Superintendent	B	07	Direct Recruitment	01	00	00	00	00	00	01
4	Junior Superintendent	B	06	Direct Recruitment	00	00	00	01	00	00	01
5	Junior Translator	B	06	Direct Recruitment	01	00	00	00	00	00	01
Total					04	00	00	01	00	00	05

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

1. Deputy Registrar	
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	<ul 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. <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> <ul style="list-style-type: none"> i. Administrative Matters including Legal, Labour Relations & Laws, Public Relations, Recruitments, Establishments in Administrative Wing. ii. Academic Matters such as Conduct of Examinations, Maintenance of Students' Records in Academic Section. iii. Possessing experience of handling Administrative/Financial Budget/Accounts Matter in a responsible capacity in Finance & Accounts Section. iv. Estate Management, Materials Management & Import Procedures in Stores & Purchase Section/Estate Office.
Desirable Qualifications/Experience	
Academic	<ul style="list-style-type: none"> i. Qualification in area of Management/Engineering/Law. ii. Experience in handling Computerized Administration/Legal/Financial/Establishment Matters. iii. 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: 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 Five (5) years of work experience in Central/State Govt. or similar organized services/Semi-Govt./PSU/Govt. Autonomous organisations/Govt. Universities/Govt. Institutes of National Importance.</p>
-------------------	--

2. Technical Officer	
No. of vacancy	01-UR
Pay Level	10
Upper Age Limit	40 years
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.
Experience	5 years' experience in relevant field, e.g., System Administration, Software Development, Fabrication, Database Management, Networking, Campus Telephony Services and support to Scientific/Technical Research.
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	<p>At least 5 years of relevant experience in system hardware and networking management in a supervisory position in Multi-National/Research/Academic Establishments of National/International Repute.</p> <p>Technical knowledge at least in one of the following areas:</p> <ol style="list-style-type: none"> i. Open Source RDBMS like Post Gre SQL, MYSQL, etc./Oracle, Software Development and programming. ii. Programming Languages like Java, C++, Visual Basic and Packages like PHP/ASP/Developer. iii. LAN/WAN, Storage systems, Security Devices/Appliances. <p>Five (5) years of work experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisations/ Govt. Universities/Govt. Institutes of National Importance.</p>

3. Superintendent	
No. of vacancy	01-UR
Pay Level	Level - 7
Upper Age Limit	35 years
Essential Qualifications/Experience	
Academic	<ol style="list-style-type: none"> i. Master's Degree in any discipline or its equivalent grade. ii. Knowledge of computer applications with sufficient typing speed, proficiency in office application like Word, Excel, PowerPoint, etc.
Experience	4 years of relevant supervisory experience in Administration/Accounts/ Secretarial work in any 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 Sciences/Commerce/Arts awarded by any University recognised by UGC or AICTE.
Experience	<p>5 years of work experience in Central/State Govt. or similar organised services/Semi-Govt./PSU/Govt. Autonomous organisations/Govt. Universities/Govt. Institutes of National Importance. and relevant experience in one or more of the following areas:</p> <ol style="list-style-type: none"> 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.

haursh



4. Junior Superintendent	
No. of vacancy	01-OBC
Pay Level	Level - 6
Upper Age Limit	35 years
Essential Qualifications/Experience	
Academic	i. Bachelor's Degree in any discipline. ii. Knowledge of computer applications with sufficient typing speed, proficiency in office application like Word, Excel, PowerPoint, etc.
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.

5. Junior Translator	
No. of vacancy	01-UR
Pay Level	Level - 6
Upper Age Limit	35 years
Essential Qualifications/Experience	
Academic	Master's degree of a recognised 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 recognised 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 recognised 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 recognised 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 recognised 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 Recognised 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.

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.

harsr



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. 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/PWD/Transgender category. In case of Ex-servicemen candidate(s), the application fee is exempted for Group B & C positions only. For claiming such exemptions, the applicant has to submit a self-attested copy of SC/ ST/ PwD/Transgender certificate/Identity Proof/ Discharge Certificate. Application fee once paid shall not be refunded under any circumstances.
5. **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.
6. 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.
 7. 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.
 8. 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.
 9. Age relaxation will be provided to SC/ST/OBC/Persons with Disabilities (PwD)/Ex-servicemen, Central Government employee as per Government of India norms, as applicable from time to time.
 10. 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.
 11. 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.
 12. 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 B Non-Gazetted and Group C post(s). Accordingly, selection for Group B & C posts will be only on the basis of written test merit.
 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. 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 submission of applications**. The OBC Certificate should be on the proforma prescribed by the Government of India
 21. 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.
 22. 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).
 23. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over **Berhampur, Ganjam, Odisha** only.
 24. 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.
 25. The Persons with Disabilities (PwD) 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.

S. No.	Name of the Post	Physical Requirements	Categories of Disabled suitable
1	Deputy Registrar	Sitting, Standing, Walking, Seeing, Hearing, Communication, Manipulation with Finger	Blind, Low Vision, Deaf, Hard of Hearing, One Arm, Both Arm, One Leg, Both Leg, One Arm and One Leg Leprosy Cured, Dwarfism, Acid Attack Victim, Specific Learning Disability, Mental Illness, Multiple Disabilities involving all of the above.
2	Technical Officer	Sitting, Bending, Manipulation with Finger, Reading and Writing, Seeing	Low Vision, Deaf, Hard of Hearing, One Arm, One Leg, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victim, Autism Spectrum Disorder (Mild), Specific Learning Disability, Mental Illness, Multiple Disabilities involving all of the above.
3	Superintendent	Sitting, Standing, Walking, Bending, Reading and Writing, Seeing, Hearing, Communication, Manipulation with Finger	Blind, Low Vision, Deaf, Hard of Hearing One Arm, Both Arm, One Leg, Both Leg, One Arm and One Leg, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victim, Muscular Dystrophy, Specific Learning Disability, Mental Illness, Multiple Disabilities involving all of the above.
4	Junior Superintendent	Sitting, Standing, Walking, Bending, Manipulation with Finger, Reading & Writing, Seeing, Hearing, Communication	Blind, Low Vision, Deaf, Hard of Hearing, One Leg, Both Legs, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victim, Intellectual Disability, Specific Learning Disability, Mental Illness, Multiple Disabilities involving all of the above.
5	Junior Translator	Sitting, Standing, Walking, Reading & Writing, Seeing, Hearing, Communication	Blind, Low Vision, Deaf, Hard of Hearing, One Arm, One Leg, Both Legs, One Arm and One Leg Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victim, Muscular Dystrophy, Autism Spectrum Disorder (Mild), Specific Learning Disability, Mental Illness, Multiple Disabilities involving all of the above.

haursh



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.

26. 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.

27. Recruitment rules containing indicative syllabus is available on Institute website @ <https://www.iiserbpr.ac.in/assets/pdf/new/Recruitment%20Rule.pdf>

28. Any difficulties relating to submission of online application may be sent to recruitment@iiserbpr.ac.in



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



IISER
 B E R H A M P U R

(To be printed in the Letterhead of the Forwarding Office)

NOC 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-01/2023 dated May 10, 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:.....

(A separate sheet may be attached, if required)

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

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)