



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान कोलकाता  
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA

(An Autonomous Institution of the Ministry of Education, Govt. of India)  
Mohanpur- 741 246, District- Nadia, West Bengal

Advt. No.: IISER-K/ Admn./ NT-Proj. Mode/2024/03

Date: 08/10/2024

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA is a premier autonomous Institute established in 2006 by the Ministry of Education (MoE), Department of Higher Education, Government of India to promote quality education and research in basic sciences.

The Institute is looking for dedicated and committed candidates to fill-up the following positions on **Contract (co-terminus basis) under project mode:**

Sl. No.	Name of the Contractual Post	Consolidated Salary Per month (in Rs.)	No. of Post	Age	Particulars
1.	Audit Officer	80,000/-	01	Not exceeding 62 years	Annexure-A
2.	Legal Officer	80,000/-	01	Not exceeding 62 years	
3.	Horticulture Assistant	50,000/-	01	Not exceeding 35 years	
4.	Guest House Assistant Manager	50,000/-	01	Not exceeding 35 years	

**HOW TO APPLY:**

Interested candidates who are meeting the eligibility criterion may visit the Institute's website and download the **APPLICATION FORM** through the website link <http://apply.iiserkol.ac.in/jobs>.

The candidates are required to submit the **Hard-copy of the filled application form** along with the self- attested copies of the relevant testimonials, certificates, enclosures etc. before the last date by speed post/registered post/courier, to

**THE DEAN OF ADMINISTRATION  
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA  
MOHANPUR – 741 246, DISTRICT- NADIA, WEST BENGAL**

The last date for receipt of **Hard-Copy of the Application Form with supporting documents** at IISER Kolkata is **07/11/2024, 17:30 Hrs.**

The envelope containing the application should be super scribed as **“APPLICATION FOR THE POST OF ..... ON CONTRACT (CO-TERMINUS BASIS) UNDER PROJECT MODE”**.

**By order of the Director  
Sd/-  
Nodal Officer, Recruitment  
IISER Kolkata**

**Copy to:**

1. Office of the Director
2. Registrar's of all IISERs, IITs, NITs, IIITs, CFTIs, CUs and other reputed Institutions/ Organizations for wide publicity
3. Principal Technical Officer (Grade II) – for uploading on the website
4. Deputy Registrar, F&A
5. PRO – for publishing in the Newspaper
6. Office copy

### 1. Audit Officer:

1.	Name of the Post	Audit Officer
2.	Number of Posts	01 (One)
3.	Consolidated Salary Per month	Rs. 80,000/- (Rupees eighty thousand only)
4.	Maximum Age Limit	Not exceeding by 62 years
5.	Minimum Educational / Essential qualifications and Desired experience required	<p><b>Educational Qualification:</b> M.Com with 55% marks or equivalent grade from any recognized university/Institute/CA/ICWA.</p> <p><b>Experience:</b> Minimum Ten (10) years of experience in handling Audit in Government organizations like C&amp;AG / Government Research / Academic Institutes / Centre/ Public Sector Organizations.</p> <p><b>Desirable:</b> Conversant computer operation related to Accounting Softwares, E-Governance Portals, ERP systems and Microsoft Office.</p>
6.	Job Descriptions and Responsibilities	<ul style="list-style-type: none"> <li>• Internal Audit of the procurement and payment proposal, documents and reports pertaining to the Institute.</li> <li>• Preparation of suitable reply for compliance to old outstanding C&amp;AG Paras and settlement of audit observations.</li> <li>• Co-ordination during SAR and transition audit.</li> <li>• Examination of Income &amp; Expenditure A/C, Receipts &amp; Payments A/C and Balance Sheet, etc. of the Institute as per applicable accounting formats, accounting standards, guidelines before submission to the Director for approval.</li> <li>• Examination of documents as to whether applicable Rules/Regulations/Instructions issued by the Competent Authorities / MoE/ GoI have been duly compiled with.</li> <li>• Examining the process of tendering and evaluation before issue of purchase order and work order – shall ensure that Institute follows the Government approved procedure for execution of work as well as procurement of goods and services and implementation it in a fair, equitable, transparent and cost effective manner.</li> <li>• To ensure collection of all money dues to the Institute / Government and avoid un-authorized, irregular and wasteful expenditure.</li> <li>• Checking and examination of Pay fixation of the employees, Retirement benefits, etc.</li> <li>• Assisting to the Competent Authority of the Institute in respect of statutory compliance, compliance to the local authorities, labour laws, etc.</li> <li>• Guide and supervise the physical verification of fixed assets carried out by the Institute and give his/her support.</li> <li>• Review the expenses incurred with approved budget.</li> <li>• Checking Bank Reconciliation Statement on monthly basis.</li> <li>• Review the last statutory/Internal Audit comments, compliance and action taken report.</li> <li>• Review of extramural projects /schemes accounts.</li> <li>• Any other work as required by administrative needs will be assigned from time to time.</li> </ul>

**2. Legal Officer:**

1.	Name of the Post	Legal Officer
2.	Number of Posts	01 (One)
3.	Consolidated Salary Per month	Rs. 80,000/- (Rupees eighty thousand only)
4.	Maximum Age Limit	Not exceeding by 62 years
5.	Minimum Educational / Essential qualifications and Desired experience required	<b>Educational Qualification:</b> Bachelor Degree in Law (LLB) with minimum 55% marks or its equivalent grade from a recognized University/ Institute. <b>Experience:</b> Minimum Ten (10) years of experience in handling legal matters in a Govt. Research /Academic Institute/ Centre/ Public sector organizations, etc. <b>Desirable:</b> Experience working in a legal position within an Academic Institutions; ability to assist in the formulation and conversant to computer operations related to Microsoft Office and ERP systems.
6.	Job Descriptions and Responsibilities	<ul style="list-style-type: none"><li>• Handling of legal matters including RTI/CPGRAMS.</li><li>• Draft and review contracts, agreements, and other legal documents. Ensure compliance with laws and regulations.</li><li>• Liaise with external legal counsel and government authorities as per administrative requirements.</li><li>• Review of tendering process.</li><li>• Review, checking and applicability of all statutory obligations, rules, guidelines, compliance such as Income Tax, GST, Labour Laws, etc.</li><li>• Ensure that the assets &amp; interests of the Institution are safeguarded against fraud and detect it.</li><li>• Perform other work of legal nature as may be entrusted from time to time.</li></ul>

**3. Horticulture Assistant:**

1.	Name of the Post	Horticulture Assistant
2.	Number of Posts	01 (One)
3.	Consolidated Salary Per month	Rs. 50,000/- (Rupees fifty thousand only)
4.	Maximum Age Limit	Not exceeding by 35 years
5.	Minimum Educational / Essential qualifications and Desired experience required	<b>Educational Qualification:</b> M.Sc. in Horticulture with first class or its equivalent Grade with good academic record from a recognized University/ Institute.  <b>Experience:</b> Experience of Five (05) years in managing gardens, nurseries, or horticulture projects Knowledge of local flora and fauna in an academic institution / Public Sector organization, etc.
6.	Job Descriptions and Responsibilities	<ul style="list-style-type: none"><li>• Assist in the planning and maintenance of the Institute gardens, lawns, pots, plants, landscaping and necessary green spaces.</li><li>• Supervise and manage gardening staff and workers, etc.</li><li>• Ensure proper care of plants, trees, and shrubs including watering, fertilizing, pruning, and pest control.</li><li>• Plan and implement landscaping projects.</li><li>• Maintain inventory of gardening tools, equipment, and supplies.</li><li>• Coordinate with other departments for horticulture-related requirements.</li><li>• Ensure the cleanliness of the foot paths, roads, common areas, etc. of the Institute.</li><li>• Perform other work of horticulture related as may be entrusted from time to time.</li></ul>

**4. Guest House Assistant Manager:**

1.	Name of the Post	Guest House Assistant Manager
2.	Number of Posts	01
3.	Consolidated Salary Per month	Rs. 50,000/-
4.	Maximum Age Limit	Not exceeding by 35 Years
5.	Minimum Educational / Essential qualifications and Desired experience required	<p><b>Educational Qualification:</b>            Degree in Hotel Management or equivalent with first class or its equivalent Grade with good academic record from a recognized University/ Institute.</p> <p><b>Experience:</b>            At least 05 years experience in Guest House of Educational Institute / Guest Houses of Public Sector Undertaking/Government Organization etc.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Excellent written and oral communication skills. Knowledge of noting and drafting and ability to handle official correspondence.</li> <li>• Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.</li> </ul>
6.	Job Descriptions and Responsibilities	<ul style="list-style-type: none"> <li>• Oversee the daily operations of the Institute guest house.</li> <li>• Ensure high standards of cleanliness, maintenance, and guest services.</li> <li>• Manage reservations/booking, check-ins, and check-outs efficiently.</li> <li>• Coordinate with other departments for guest requirements and services.</li> <li>• Handle guest feedback, complaints, and resolve issues promptly.</li> <li>• Prepare and manage budgets, reports, and inventory.</li> <li>• Prepare and submit guest house related bills/invoices timely to the Finance &amp; Accounts section.</li> <li>• Perform other work of Visitor's Guest House nature as may be entrusted from time to time.</li> </ul>



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### GENERAL CONDITIONS AND INSTRUCTIONS FOR APPLYING

#### **PAY & BENEFITS:**

- 1) The above contractual positions are purely temporary and co-terminus under project mode.
- 2) Persons appointed in the said posts will not be entitled for any service benefit/ compensation/ absorption/ regularization of service in this Institute.

#### **Age Limit:**

The Maximum age limit prescribed for the post will be reckoned as on the last date of receipt of application.

#### **GENERAL SERVICE CONDITIONS:**

- 1) The candidate must be a citizen of India.
- 2) Candidate should possess the qualification and experience etc. laid down in the advertisement. The application should be supported by duly attested valid age proof, degree certificate, etc. The qualification, experience claimed and age limit prescribed will be reckoned as on the last date of receipt of application. The competent authority reserves the right either to fill up the post(s) or may not proceed for appointment without assigning any reasons thereof.
- 3) The appointment will be governed by the Rules and Regulations of the Institute applicable for the contractual/temporary staff of the Institute.
- 4) Appointment to the above post will be subject to the candidate being medically fit with a medical fitness certificate (to be submitted at the time of joining) and verification of character & antecedents undertaking submitted by the candidate at the time of appointment or any time during the tenure of service. In case it is detected that the documents submitted by the candidate are fake/false or the candidate has a clandestine antecedent/background and has suppressed the said information, then his/her contractual service shall be terminated forthwith.
- 5) Engagement of the above posts will be initially for 01 (one) year which shall be renewed on yearly basis at the discretion of the Competent Authority subject to functional requirement, performance appraisal and fitness of the individual etc. for a maximum of 3 (three) years at a fixed consolidated salary.
- 6) No TA/DA shall be admissible for appearing at the Interview and joining the contractual appointment under Project Mode.
- 7) No interim enquiry will be entertained in this respect. However, candidates are advised to keep visiting the Institute website <https://apply.iiserkol.ac.in/career.html> for any updates in this regard.
- 8) This position is purely temporary. The selected candidate will have no claim for regular appointment at IISER Kolkata.
- 9) In case of any dispute/ambiguity in the process of selection, the decision of the Director IISER Kolkata shall be final and binding.

#### **QUALIFICATION & EXPERIENCE:**

- 1) The qualification prescribed should have been obtained from recognized Universities/ Institutions.
- 2) If the qualification possessed by the candidate is equivalent, then the authority under which it has been so treated must be indicated and document(s) must be produced.
- 3) Applicants with grade/grade points (C.G.P.A./ D.G.P.A./ S.G.P.A./F.G.P.A. etc.) should write the percentage equivalent according to the formula used by their Boards/ Universities. Certification from their Boards/Universities is required in support of their claim.
- 4) The prescribed essential qualifications and experience are the minimum and mere possession of the same does not entitle candidates to be called for test/interview/discussion. The Institute reserves the right to screen applications based on academic and professional attainments and shortlist who may/will be interviewed.



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### **RECRUITMENT & SELECTION:**

- 1) The contractual appointment of a candidate is of a temporary nature and appointment can be terminated at any time by the Institute Authority without assigning any reason.
- 2) The cut-off date for ascertaining age and experience will be the last date of received of hard copy of application.
- 3) If any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the notification, candidature of the candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining.
- 4) It is the responsibility of the candidates to assess his/her own eligibility for the post for which he/she is applying in accordance with the notification. In case, it is detected at any point of time in future during process of selection or even after appointment that candidate was not eligible as per prescribed qualification, experience etc, which could not be detected at the time of selection due to whatever circumstances, his/her candidature/appointment shall be liable to be cancelled/ terminated as the case may be.
- 5) Mere issue of Interview call letter will not imply acceptance of candidature.
- 6) The Institute reserves the right to withdraw any advertised post(s) at any time without assigning any reason. Also, Institute reserves the right to fill or not to fill any or all the posts advertised.
- 7) No correspondence whatsoever will be entertained from the candidates regarding postal delays/email communications, conduct and result of interview and reasons for not being called for interview or selection.
- 8) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Competent Authority of IISER Kolkata in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview will be final and no query or correspondence will be entertained in this connection from any individual or his/her agency.
- 9) Any dispute with regard to selection/ recruitment process shall be subject to Courts/Tribunals having jurisdiction over IISER Kolkata.
- 10) Records of the non-selected candidates shall not be preserved beyond six months from the date of formation of select list.

### **INSTRUCTIONS TO THE CANDIDATES:**

- 1) Candidates must read the entire notification and relevant rules/provisions and ensure before applying that they are eligible according to criteria stipulated in the notification.
- 2) Candidates working in Central/State Government Organizations/Departments, Autonomous bodies/ PSU and Government Funded Research Agencies must forward the filled-in offline application through proper channel or produce NOC at the time of test/interview/discussion, if called for.
- 3) Duly attested photocopies of the up-to-date APAR/Confidential Reports (for the last 05 years), Vigilance Certificate and No Penalty Certificate i.e. no major/minor penalties has been imposed on the candidates concerned during the last 10 years of service to be submitted along with the Application Form for working candidates. Applications without Vigilance Clearance, Integrity Certificate, No Penalty Certificate and APAR/ CR Dossiers will not be considered. Retired employees must submit the Retirement Order along with Application Form.
- 4) Candidates have to produce the original documents at the time of or before appearing in Test/Interview/discussion for verification.
- 5) Separate application form must be filled, if a candidate is applying for more than one post.
- 6) All correspondences (CALL LETTER, ADMIT CARD, ETC.) will be sent through email. Applicants should invariably provide active Mobile Numbers. and E-mail addresses so that the Institute can contact them at short notice. Necessary information regarding short-listing of candidates, interview dates etc. shall be uploaded on the Institute's website from time to time. In case of any corrigendum/ addendum pertaining to this notification, the same shall be published in the Institute's website only.
- 7) Incomplete applications shall be summarily rejected.
- 8) The number of vacancies may increase/decrease from advertised number of positions.



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- 9) The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- 10) Canvassing in any form will lead to cancellation of candidature of the candidate.
- 11) No telephonic enquiries or requests can be entertained.

**HOW TO APPLY:**

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Nodal Officer, Recruitment  
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**Note:** For any assistance or clarifications please contact [jobs@iiserkol.ac.in](mailto:jobs@iiserkol.ac.in) and for any updates please visit the Institute website i.e. [www.iiserkol.ac.in](http://www.iiserkol.ac.in)