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

ENGAGEMENT OF NON-TEACHING POSITIONS ON CONTRACTUAL MODE

Applications are invited from eligible Indian citizens having requisite qualification and experience for engagement to the following contractual (non-sanctioned) temporary positions.

Sl. No.	Name of the contractual position	Number of Posts	Monthly Consolidated Remuneration (₹)
1.	Duty Medical Officer	01	67,000.00
2.	Nurse (Female)	02	45,000.00
3.	Laboratory Technician (Clinical)	01	25,500.00
4.	Radiographar	01	35,000.00
5.	Web Developer	01	25,500.00
6.	Technical Assistant (Networking and Hardware)	02	25,500.00
7.	Computer Laboratory Instructor	02	35,000.00
8.	Reprography and Photography Technician	01	25,500.00
9.	ERP Support Assistant	01	25,500.00
10.	Private Secretary	01	45,000.00
11.	Office Assistant	01	25,500.00
12.	Accounts Assistant	01	25,500.00
13.	Multi Tasking Staff	03	20,000.00
14.	Library Assistant	02	25,500.00
15.	Site Engineer (Electrical)	02	26,300.00
16.	Site Engineer (Civil)	01	26,300.00
17.	Laboratory Assistant (Chemical Sciences)	01	25,500.00
18.	Laboratory Technician (Chemical Sciences)	01	25,500.00
19.	Laboratory Assistant (Biological Sciences)	02	25,500.00
20.	Laboratory Attendant (Biological Sciences)	01	16,000.00
21.	Laboratory Assistant (Physical Sciences)	01	25,500.00
22.	Boys' Hostel Caretaker	02	25,500.00
23.	Girls' Hostel Caretaker	02	25,500.00
24.	Sports Coach (Male)	02	26,300.00
25.	Sports Coach (Female)	02	26,300.00
26.	Guest House Caretaker	01	20,500.00
27.	Cook	02	20,500.00
28.	Electrician	04	16,000.00
29.	Plumber	01	16,000.00

Important Instructions:

1. *The positions are purely contractual and on need based temporary engagement only.* The engaged personnel will have no right whatsoever for permanent employment / absorption at IISER Berhampur.
2. The upper age limit is 35 (thirty-five) years for all the posts except posts mentioned at *sl. no.1, 2, 3, 4 & 10* for which the upper-age limit is 40 (forty) years. For Ex-Serviceman, relaxation in upper age will be applicable as per Govt. of India rules in vogue. The crucial date for calculation of upper age limit is the *last date for submission of application* through email at contractpost@iiserbpr.ac.in
3. The selected candidate will have to submit a notarized affidavit executed in a Non-Judicial stamp paper worth Rs.100/- that the post against he/she is to be engaged at IISER Berhampur is a purely temporary, contractual basis for a fixed term of *not exceeding 11 months* and on monthly consolidated payment basis and will not demand for any regularization/ absorption against any regular positions and will not claim for continuation beyond the specified period of contractual engagement.
4. The contract is initially for a period of maximum 11 months, which may be extended for a maximum up to another 11 months based on the performance of the candidate and requirement of the Institute. After expiry of the term, engagement shall stand terminated automatically unless the same is extended in writing. No separate notice will be served on completion of contract.
5. At any case the contractual engagement of any category will not exceed for more than a maximum of 02 terms of 11 months each (ie., maximum of 22 months).
   The Competent Authority of the Institute reserves the right to cease the engagement any time without any notice period or assigning any reason, thereof.

7. The aforesaid instructions shall be supplementary and in addition to the terms of engagement letter, which shall be issued to the eligible candidate.

8. Candidates who wish to apply for the positions at sl. no. 15, 16 and 28 should have a life insurance policy of at least Rs. 5 lakh in his/her name. If s/he doesn't possess, s/he must submit an undertaking to take a policy within a period of one month of joining, if selected.

Essential Qualification & Experience:

1. **Duty Medical Officer**: MBBS Degree with one year of relevant experience in an established hospital / health center attached to Institution / Public Sector Unit.

    Desirable: Two years of relevant experience in an established hospital / health center attached to Institution / Public Sector Unit.

2. **Nurse (Female):** B.Sc in Nursing with two years relevant experience in a hospital recognized by MCI.

    Desirable: Three years of relevant experience in a hospital recognized by MCI.

3. **Laboratory Technician (Clinical):** DMLT (Diploma in Medical Laboratory Technology) with at least one-year experience in a Diagnostic Clinical Laboratory / Clinical laboratory associated with a hospital/health center recognized by (MCI).

    Desirable: B.Sc MLT with at least one year experience in a diagnostic clinical laboratory / clinical laboratory associated with a hospital/health center recognized by MCI will be given preference.

4. **Radiographer**: Diploma in Radiography from any Government or Private Institutions recognised by Govt. of Odisha or All India Council of Technical Education at least one-year experience in the radiology department in a diagnostic center/radiology unit associated with an established hospital recognised by MCI. Must have registered their names in the Radiographers Council in the state and should have a valid registration certificate as on the date of advertisement.

    Desirable: Two years of experience in the radiology department in a diagnostic center/radiology unit associated with an established hospital recognised by MCI.

5. **Web Developer**: Bachelor's Degree in Computer Science or relevant discipline with at least one-year experience in web development. The candidate should have a good understanding of front end technologies i.e. HTML5, CSS3, JavaScript, Experience of Web UI development such as Angular or REACT.

    Desirable skills: Experience of writing code in either applied educational or professional projects using one or more of the following languages: Python, Nodejs, Java. Familiarity with relational databases (e.g. Postgres, MySQL) & familiarity with graph, key-value, and document data stores (e.g. Neo4j, Hadoop, MongoDB).

6. **Technical Assistant (Networking and Hardware):** Three-year Diploma/Bachelor's Degree in Computer Engineering with one year relevant working experience in Hardware and Server Maintenance.

7. **Computer Laboratory Instructor**: Master's Degree in Computer Science/MCA/M.Tech.

    Desirable: One year of teaching experience in the relevant field.

8. **Reprography and Photography Technician:** Bachelor of Arts in Photography and DTP. One-year experience in the relevant field i.e. familiarity with professional camera and lighting equipment, modern photography techniques, proficiency in photo editing software, videography and video editing, archiving of photos and videos.

9. **ERP Support Assistant:** Bachelor's Degree in Computer Science/ IT/ Computer Application/ECE with one-year relevant experience working in an ERP based academic administration area of an educational Institute/ University System.

10. **Private Secretary:** Master's Degree in any discipline with two years of experience in secretarial assistance having good command in noting and drafting, powerpoint presentation, good communication skills and knowledge of recording dictation in shorthand.

11. **Office Assistant** : Bachelor's degree with one year of relevant experience in the fields of academic administration or Establishment, Recruitment , Store & Purchase and Finance & accounts from an Educational Institute/ University System.

12. **Accounts Assistant**: Bachelor's Degree in Commerce with one year of relevant experience in working with Tally software, preparation of BRS (Bank Reconciliation Statement), maintenance of asset register, assistance in finalization of statement of accounts, day to day office work in Finance & Accounts office of an Educational Institute/University System/reputed commercial organizations.

13. **Multi-Tasking Staff**: 10th class pass with relevant experience of maintaining, processing of records, books, registers, collection and expenditure details etc.

14. **Library Assistant:** Master's Degree in Library and Information Science (MLISc) or equivalent with good academic and conduct record.

    Desirable Experience: Knowledge of Computer, IT and digital application in Libraries, good communication skills in both English and Hindi. Candidates having experience in the relevant field will be given preference.

15. **Site Engineer (Electrical):** Bachelor's Degree in Electrical Engineering having drafting skills by adopting latest Auto CAD packages. The candidate should have two years of experience in maintenance and operation of LT/HT lines, DGs, Switch Gears, ancillary equipment of LT /HT substation etc./ electrical maintenance, designing and planning of electrical works in a reputed works organization/companies/Institute of National/International Repute.

16. **Site Engineer (Civil):** Bachelor's Degree in Civil Engineering having two years of experience in estimates, design & maintenance of civil works etc. in a reputed organization/companies/institutions of National/International Repute.

17. **Laboratory Assistant (Chemical Sciences):** Bachelor's Degree in Chemistry with one-year relevant experience of working in labs in an Educational/Research Institute/University.

18. **Laboratory Technician (Chemical Sciences):** Bachelor's Degree in Science/Technology/Engineering (OR) Diploma in Computers & Electronics/Electrical Engineering/Instrumentation of 3 years' duration in appropriate field with 1-year relevant experience in handling of laboratory and scientific equipment.

19. **Laboratory Assistant (Biological Sciences):** Bachelor's Degree in Biology with one-year relevant experience of working in labs in an Educational/Research Institute/University.

20. **Laboratory Attendant (Biological Sciences):** Bachelor's Degree in Biology with six months' relevant experience of working in labs in an Educational/Research Institute/University.

21. **Laboratory Assistant (Physical Sciences):** Bachelor's Degree in Physics with one-year relevant experience of working in labs in an Educational/Research Institute/University.

22. **Hostel Caretakers (Boys' and Girs'):** Bachelor's degree with one-year relevant experience in the field in an educational Institute/ University System.

23. **Sports Coach (Male & Female):** Bachelor's Degree in Physical Education (B.P.Ed.) or its equivalent or Diploma in Coaching from NIS Patiala or its equivalent with one-year relevant coaching experience in an Educational Institute / University system.

24. **Guest House Caretakers:** Bachelor's degree with one-year relevant experience in the field in an Educational Institute/ University system.

25. **Cook:** 10th pass with one-year relevant experience in the field in an Educational Institute/ University System.

26. **Electrician:** ITI/Diploma in Electrical trade. The candidate should have three years of experience in maintenance and operation of LT/HT lines, DGs, Switch Gears, ancillary equipment of LT /HT substation etc.
Desirable: Candidates having HT/MV license, Electrical wireman license will be given preference.

27. **Plumber:** ITI in plumber trade with at least three years of experience of installation of pipes and fixtures system, maintenance of water supply system.

The candidates selected for the above mentioned positions will be required to work at the Permanent Campus of the Institute situated at Laudigam and may be required to stay at the permanent campus. The Institute may consider to provide bachelor accommodation at the Permanent campus initially for a period of six months' subject to availability and requirements of the position.The maintenance personnel will be deployed in rotary shifts.

Terms & Conditions, procedure to apply for the contractual positions:

1. Candidates are required to send the prescribed application as per format attached with this advertisement only by e-mail to contractpost@iiserbpr.ac.in on or before December 25, 2021. NO NEED TO SEND HARD COPY. The filled-in application form (as per the prescribed format) should be enclosed with scanned copies of documents in support of qualification, experience claimed by the applicant. Application along with all supported documents should be sent as a single PDF (all pages should be self-attested). Any application received by *post/courier/by hand* etc. will NOT be considered.
2. A scanned copy of valid identity proof (Aadhar card /PAN Card/Voter ID card/Govt. issued identity proof) should also be enclosed. The shortlisted candidates called for the selection process have to produce the original certificates, original Identity proof and two recent passport size colour photographs while appearing for the process.
3. All qualification, experience and upper age limit will be reckoned as on December 25, 2021. Degree / Diploma as referred above should have been awarded by a Government recognized University/ Institute only.
4. The Institute reserves the right not to fill all or any of the posts advertised herein. The Institute also reserves the right to increase or decrease the number of posts required and to reject any or all the applications without assigning any reason.
5. The payment per month is consolidated throughout the contractual engagement period. It is inclusive of all, perquisite benefits, but subject to deduction of income tax and any other recoveries at source as per law in vogue.
6. Candidates may be posted and/or transferred to any internal department at any time during contract period as per the requirement of the Institute.
7. Canvassing in any manner would be a disqualification of the candidature.

8.   The shortlisted applicants will be called to attend the selection process as decided by the Institute and no change in the process or date or method of selection will be entertained nor any queries on this will be entertained.
9.   The decision of the Institute in all matters will be final. No correspondence /interim inquiries will be entertained from the candidates in connection with the process of selection. Any dispute with regard to this process will be subject to the Court having jurisdiction over Berhampur only.
10.   Rules as applicable for regular employees in the matter of discipline will be equally applicable.
11.   During the period of engagement, a contractual personnel can avail two days of paid leave per month. Unavailed leave will not be carried forward and no leave encashment will be admitted.
12.   The working hours will be as per the Institute working hours which are at present from 9:00 AM to 05.30 PM with half an hour lunch break from 1:00 -1:30 PM.
13.   The contractual employee has to attend office from Monday to Saturday in a week except of Gazetted Holidays.
14.   No TA/DA will be paid to attend the selection process, if called for (or) for joining the post, if selected.

Note: The candidate has to send the duly completed Biodata Form duly type written as per the prescribed format along with all supporting documents (marksheet and certificate from 10th onwards upto highest qualification, experience certificate and copy of Aadhar Card) duly self attested in a *single PDF file* to contractpost@iiserbpr.ac.in and also required to submit the data in Google Form. Submission through email and Google Form is mandatory. *The mail should be sent from the applicant's email ID only. The subject of the email should be "APPLICATION FOR THE POST OF _____ against advertisement no. NT-02/21(Contract) dated December 9, 2021". Any other mode mentioned above shall not be considered.*

Opening date for submission of application through email and Google Form: **December 9, 2021**
Last date for submission of application: **December 25, 2021**
Link for submission of application through Google Form: https://forms.gle/PV2zBaS97cf15Lpn7
Crucial date for calculation of upper age, qualification and experience: **December 25, 2021**

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