



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

(शिक्षा मंत्रालय भारत सरकार द्वारा

स्थापित)

सैक्टर-87, नॉलेज सिटी, पो. ओ. मनौली, एस. ए.एस. नगर, मोहाली, पंजाब -140306

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

(Estd. by Ministry of Education, Govt. of India)

Sector – 81, Knowledge City, P.O. Manauli, S.A.S. Nagar, Mohali, Punjab -140 306

• Email: recruitment@iisermohali.ac.in

• <http://www.iisermohali.ac.in>

Advt. No. IISERM/ NF (21)/Regular/2022-23

Dated: 17.05.2023

प्रतिनियुक्ति / सीधी भर्ती के आधार पर गैर-संकाय पद की भर्ती के लिए विज्ञापन / ADVERTISEMENT FOR RECRUITMENT OF NON-FACULTY POSITION ON DEPUTATION / DIRECT RECRUITMENT BASIS

The Indian Institute of Science Education and Research (IISER) Mohali, is an Institute of National Importance, established by the Government of India, MoE (erstwhile MHRD) in 2007 to carry out research in frontier areas of Science and provide quality Science education & research at the undergraduate and post graduate levels.

The Institute invites applications from eligible officers under the Central / State Government / Central / State funded Educational Institutes / Govt. Universities / Comparable Research Establishment and other Institution of Higher Education, to fill up the following **vacancies on deputation/direct recruitment basis:-**

Sl. No.	Name of the Post	Post Code	Group	Scale of Pay	Vacancy Details
1.	Assistant Registrar	AR-01	A	Level 10	02 Posts (01 UR & 01 OBC)

1.	पोस्ट कोड / Post code	AR-01
2.	पद का नाम / Name of the post	सहायक कुलसचिव / Assistant Registrar
3.	पदों की संख्या / Number of posts	०२ / 02 (०१ अनारक्षित / 01 UR & ०१ अ. पि. व. / 01 OBC)
4.	अधिकतम आयु सीमा / Maximum age Limit	४० वर्ष / 40 Years
5.	वेतनमान / Scale of the Pay	Pay Level 10 (as per 7 th CPC)
6.	सीधी भर्ती/प्रतिनियुक्ति/अल्पकालिक अनुबंध के लिए आवश्यक न्यूनतम शैक्षिक योग्यता और अनुभव / Minimum Educational qualifications and experience required for Direct Recruits / Deputation / Short-term contract.	शैक्षणिक योग्यता / Education: Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. अनुभव / Experience: Five years of experience in Pay Level-7 or above OR 7 years of experience at Pay Level-6 or above as Superintendent / Section Officer / Private Secretary or equivalent post in handling Administrative/ Finance & Accounting / Academic / Legal / Statutory / Audit / Stores & Purchase / Establishment matters in Central / State Government / Central / State funded Educational Institutes / Govt. Universities / Comparable Research Establishment and other Institution of Higher Education.

Last date of submission of online application form is 07.06.2023 (Wednesday) up to 05:00 P. M.

GENERAL CONDITIONS:

1. The applicant must be a citizen of India.
2. The terms of deputation, including pay and allowances etc. shall be governed by the provisions laid down in the Department of Personnel and Training Office Memorandum No. 6/8/2009-Estt. (Pay II) dated 17th June, 2010 as amended from time to time.
3. The number of vacancies indicated in the notification is tentative, IISER Mohali reserves the right to increase or decrease the number of advertised posts at any time of the recruitment process. Further, Institute also reserves the right to NOT to fill any of the post advertised.
4. An applicant should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for these posts. Since all the applications will be screened on the basis of data submitted by the candidate in the application form, the candidate must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.
5. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date for receipt of the application. They are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down for the post which are compulsory even if a candidate has some other higher qualifications. No enquiry asking for advice as to eligibility will be entertained.
6. The prescribed essential qualification / experience indicated are bare minimum and mere possession of the same will not entitle the candidate to be called for written test / skill test / interview (as the case may be). Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the Institute to conduct written/skill test of all the candidates. Institute may restrict the number of candidates to be called for written test/ skill test/ interview to a reasonable limit, on the basis of qualification and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed along with documentary evidences. Institute also reserves the right to adopt any other additional shortlisting criteria over and above the advertised criteria to restrict the candidates for the written test / skill test / interview (as the case may be).
7. The period of experience rendered by a candidate on part time basis, daily wages, visiting/guest faculty will not be counted while calculating the valid experience for shortlisting the candidates for written test / skill test / interview (as the case may be).
8. The last date for receipt of application form shall be the date for determining the upper age limit, qualifications and experience. The qualifications prescribed shall have been obtained from recognized Universities/Institutions.
9. The decision of the Director, IISER Mohali in all matters relating to eligibility, acceptance or rejection of any/all applications, fixing the eligibility criteria, equivalence of qualifications, mode of screening/selection, conduct of examination/interview, not to fill the vacancy, will be final and binding on all the applicants.
10. Applicants must disclose as to whether any of their close or blood relatives are employees of IISER Mohali. Close relations would include wife/ husband/ son/ daughter/ brother/ sister/ son-in-law/ daughter-in-law and those who could be termed as blood relations.
11. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.

12. Applications received through email/incomplete/not on prescribed format/ unsigned/not having attached educational qualification/ experience documents will not be entertained/accepted.
13. If it is found at any stage that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated on that ground.
14. Applicants should keep their email id and mobile number provided in the application form active. Institute will not be liable to be responsible for non-receipt/delay in receipt of any communication due to deactivation of email id and or mobile number given or due to change in communication address etc.
15. Candidates serving in Central Government / State Government / Semi-Government Organizations / Public Sector Undertakings /Autonomous Bodies etc. are required to send the printout of online filled application form —Through Proper Channel having No Objection Certificate, Vigilance Clearance and Integrity Certificate OR submit No Objection Certificate (NOC), Vigilance Clearance and Integrity Certificate at the time of skill test / interview to The Recruitment Cell, Indian Institute of Science Education and Research, Mohali-140306. In absence of the same, the application will not be considered for skill test/ interview.
16. Please note that only **online applications** will be entertained. Applications through any other mode like email etc. will not be considered. Incomplete applications i.e., applications without photographs, without the required attested copies of certificates, testimonials etc. without application fee, not in the prescribed application form, missing page of application form, unsigned or incomplete in any manner will not be entertained and will be summarily rejected.
17. PERSON WITH BENCHMARK DISABILITY AND EX-SERVICEMEN FULFILLING THE ELIGIBILITY CONDITIONS PRESCRIBED UNDER GOVERNMENT OF INDIA INSTRUCTIONS ARE ENCOURAGED TO APPLY. Only such person who suffer from not less than 40% of relevant disability, would be eligible for reservation of PwD. Candidate has to submit relevant disability certificate as prescribed under PwD Act, 1995 and subsequent —The Persons with Disability Act, 2016.
18. **If there is any corrigendum/addendum, it shall be published on Institute's website only.** Candidates should check/visit Institute website regularly for any update on recruitment process. Institute will not be responsible for delay in information in this regard.
19. Relaxation/Concession in upper age limit in case of direct recruitment will be as per Government of India norms as amended from time to time.

HOW TO APPLY:

1. It will be mandatory for all the applicants to apply online and to upload all supporting certificates and documents. The documents uploaded with the online application, will be verified with original testimonials at the time of skill test/interview, if the applicants are called for the same.
2. The candidate should scan his/her latest passport size photograph and upload it at appropriate places in the online application form before submitting the same. Further, the candidate is also required to upload the relevant documents relating to qualification, experience etc.
3. Candidates must pay online application fee of Rs.500/- for GEN/OBC-NCL/EWS/ESM. Fee is exempted for SC/ST/PwBD/ Women Candidates of any community. Fee by any other mode of payment will not be accepted. Fee once paid shall not be refunded under any circumstances nor can it be held in reserve for any other recruitment or selection process.

For any technical support, please email at: erpsupport@iisermohali.ac.in

For any other support, please email at: recruitment@iisermohali.ac.in

कुलसचिव, भा. वि. शि. अ. सं. मोहाली

