भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल

Indian Institute of Science Education and Research Bhopal
Recruitment Notice for Non-Teaching positions

Advt. No.: NT-01/2020   **Date: 01/10/2020**

> ### Regular Recruitment / Special Recruitment Drive for Ex-servicemen in Engineering, Medical, Sports & Other Services

The IISER Bhopal an Institute of National Importance, established by the Govt. of Indian is committed to foster quality Science Education and Research.

The Institute is looking for dedicated and committed Indian Nationals to fill up the following vacancies on initial short terms contract of upto 5 years tenure/ deputation with a provision for subsequent absorption/ on Regular basis with a probation upto 2 years/ Composite method of recruitment/ Re-employment/ Appointment of retired Government Servant as Consultant:

SN	Name of the post(s)	Group	Pay Level	No. of Vacancies						PWD#
				SC	ST	OBC (NCL)	UR	EWS	Total	
1.	Superintending Engineer	A	13	-	-	-	1	-	1*	2-PwD Sub-categories: A & B
2.	Deputy Registrar	A	12	-	-	-	1	-	1**	
3.	Executive Engineer (Civil/Electrical) (or)	A	11	-	-	-	2	-	2*	
	Asst. Executive Engineer (Civil/Electrical)	A	10							
4	Assistant Registrar	A	10	1	1	2	2	1	7	
5.	Scientific Officer / Placement Officer	A	10	-	-	-	1	-	1	
6.	Sports Officer	A	10	-	-	-	1	-	1	
7.	Medical Officer	A	10	-	-	1	-	-	1	
8.	Technical Officer (ERP)	A	10	-	-	-	1	-	1	
9.	Superintendent	B	7	-	-	2	-	1	3	2-PwD Sub-categories: A & B
10.	Physical Education Instructor / Physical Education Trainer	B	7	-	-	-	1	-	1	
11.	Nurse	B	7	-	-	-	1	-	1	
12.	Counselling Superintendent	B	7	-	-	-	1	-	1	
13.	Scientific Assistant	B	6	-	-	1	-	-	1	
14.	Junior Superintendent	B	6	1	-	2	2	-	5	
15.	Junior Engineer (Civil / Electrical)	B	6	1	-	1	2	-	4	
16.	Library Information Assistant	B	6	-	-	-	1	-	1	
17.	Junior Hindi Translator (or)	B	6	-	-	-	1	-	1	
	Hindi Assistant (Multi Skilled)	C	4							

S.No.	Post	Group	Level	UR	SC	ST	OBC	EWS	Total	PwD
18.	Office Assistant (Multi Skilled)	C	5	2	-	-	3	2	7	2-PwD Sub-categories: B & D
19.	Lab Technician/ Technician	C	5	1	1	2	4	1	9	
20.	Jr. Office Assistant (Multi Skilled)	C	4	-	-	-	2	-	2	
21.	Junior Assistant (Multi Skilled)	C	3	2	-	3	6	1	12	
22.	Lab Assistant	C	3	1	1	2	2	1	7	
23.	Lab Attendant (Semi Skilled)	C	1	2	-	3	5	1	11	
Total				11	3	19	40	8	81	

* **To be filled on deputation/ short term contract/ absorption/ direct recruitment basis, preferably, failing which on Re-employment or as Consultant from the officers retired from Central Govt./ State Govt./ Central Autonomous Organisations holding analogous post at the time of retirement and possessing required education qualification for the post.**

** **To be filled on deputation/ short term contract (with an option for subsequent absorption) basis, preferably, failing which direct recruitment on regular basis.**

\# **PWD: 6** positions out of the 81 positions (Group A, B & C) mentioned at S. No. 1 to 23 are reserved for PwD candidates under relaxed criteria, (sub-category: A, B & D) as per rules. However, preference will be given to SC/ ST/ OBC (NCL)/ EWS/ UR candidates in that order.

For further details and submission of applications through online mode, please visit Institute's website www.iiserb.ac.in. The last date for submission of online applications is 30/10/2020 at 1700 Hrs.

Note: Any corrigendum/ changes/ updates shall be made available only on the Institute's website: www.iiserb.ac.in. The candidates are advised to keep on watching the Institute's website for any updates.

Bhopal

Date: 01/10/2020

उप-निदेशक

Deputy Director IISER Bhopal
Bhopal Bypass Road, Bhauri
Bhopal-462 066

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल
Indian Institute of Science Education and Research Bhopal

Recruitment Notice for Non-Teaching Positions

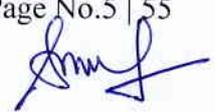### Advertisement No. NT-01/2020, Dated: 01/10/2020

Regular Recruitment / Special Recruitment Drive for Ex-servicemen in Engineering, Medical, Sports & Other Services

The essential qualifications and experience for the post(s) are as under:

S. No. / Code No.	1
Name of Post/Cadre	**Superintending Engineer** To be filled on deputation/ short term contract/ absorption/ direct recruitment basis, preferably, failing which Re-employment or as Consultant from the retired officers of Central Govt./ State Govt./ Central Govt. Autonomous Organisations holding analogous post at the time of retirement and possessing educational qualifications required for the post.
Pay Level as per 7th CPC	Pay Level-13 (Rs.1,23,100-2,15,900) in the pay matrix. In case of appointment on Re-employment basis, pay shall be fixed in terms of instructions of Govt. of India. Consultant will be paid consolidated remuneration equivalent to his last pay drawn minus pension. He will also be paid Dearness Allowance on the remuneration amount at the rates applicable for Central Government Employees on the date of engagement.
No. of Post(s)	**UR-1**
Age Limit for UR positions	57 Years In case of Re-employment or appointment as Consultant, the officer should not be more than 65 years of age.
Qualifications	**Essential:** First class Bachelor's Degree in Civil/ Electrical Engineering from a recognized University/ Institute. **Desirable:** (i) Master's Degree in Construction Management/ Structural Engineering/ Civil Engineering/ Electrical Engineering/ Environmental Engineering or equivalent. (ii) Knowledge of Computer – aided Design (CAD) and latest Management Technology/ other relevant software.
Experience	**Essential:** 15 years' experience in coordination & supervision of construction and maintenance of Civil work including Public Health. The incumbent should have overall experience of 15 years in contract management, tendering, planning, work 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 Pay Level-11 or above in Central Public Works Department (CPWD)/ State Govt./ PSUs/ Govt. Undertaking/ Defence Services/ Border Road Organisation/ NHAI etc. The duties, responsibilities and powers of the incumbent will be the same as those of the Superintending Engineer in the CPWD.
S. No. / Code No.	**2**
Name of Post/Cadre	**Deputy Registrar**
Pay Level as per 7th CPC	Pay Level-12 (Rs.78,800- 2,09,200) in the pay matrix.
No. of Post(s)	UR-1 To be filled on deputation/ short term contract (with an option for subsequent absorption) basis, preferably, failing which direct recruitment on regular basis.
Age Limit for UR positions	55 Years
Qualifications	**Essential:** Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. **Desirable:** i) PG Diploma in Management/ HR/ Finance/ Materials/ Computer Applications etc. ii) Qualification in area of Management/ Engineering/ Law. iii) Experience in handling computerized administration/ legal/ financial/ establishment matters. iv) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance and Accounts) or Deputy Registrar (Internal Audit).
Experience	**Essential:** 1) 5 years of administrative experience as Assistant Registrar or in an equivalent post such as Finance & Accounts Officer or Stores & Purchase Officer or Personnel Officer or Internal Audit Officer etc., in Pay Level-10 or above (7th CPC) in a Govt. organization. **OR** 2) Nine years of experience as Assistant Professor in the Academic Pay Level-10 or above, with experience in educational administration having been appointed and worked as Faculty In-charge or Assistant Dean of Faculty Affairs/ Academic Affairs or Controller of Examinations etc., in Govt. Higher education and research establishments. **OR** 3) Comparable experience in a Govt., research establishments and/ or other institutions of higher education in Pay Level-10 or above for 5 years or Academic Pay Level-10 or above for 9 years, in the relevant areas. **Description of Experience:** (i) While gaining the above experience the candidate should have worked in Central or State Government establishments with regular Group- 'A' position with Pay Level-10 or above or

Academic Pay Level-10 or above on regular sanctioned positions only, as Officer-in-charge in the relevant areas or departments on full time basis.

(ii) The candidates should have full time work experience of at least 5 years on regular basis in Central / State Govt. Educational and Research Institutes/ Universities at least in one of the following areas, with original responsibilities discharged, with sufficient computer literacy and ability to work independently:

1) Establishment matters including Legal, Contract laws, Recruitment, Personnel matters in Administrative wing.
2) Academic matters such as admissions, students' welfare management, conduct of examinations, maintenance of students' academic records, Scholarships, organizing Convocation etc. in Academic Section.
3) Experience in handling financial matters, Grants, Budget and Accounts, payments & receipts, R&D grant management, internal audit etc., in Finance & Accounts/ Audit / R&D Sections.
4) Estate Management, Materials Management & Import procedures in Stores & Purchase Section or Estate Office.

S. No. / Code No.	3
Name of Post/Cadre	**Executive Engineer (Electrical/ Civil) (Pay Level-11)** **OR** **Assistant Executive Engineer (Electrical/ Civil) (Pay Level-10)** To be filled on deputation/ short term contract/ absorption/ direct recruitment basis, preferably, failing which Re-employment or as Consultant from the retired officers of Central Govt./ State Govt./ Central Govt. Autonomous Organisations holding analogous post at the time of retirement and possessing educational qualifications required for the post.
Pay Level as per 7th CPC	Pay Level-11 (Rs.67,700- 2,08,700) in the pay matrix. **OR** Pay Level-10 (Rs.56,100-1,77,500) in the pay matrix. In case of appointment on Re-employment basis, pay shall be fixed in terms of instructions of Govt. of India. Consultant will be paid consolidated remuneration equivalent to his last pay drawn minus pension. He will also be paid Dearness Allowance on the remuneration amount at the rates applicable for Central Government Employees on the date of engagement.
No. of Post(s)	**UR-2**
Age Limit for UR positions	45 Years for Executive Engineer OR 40 Years for Assistant Executive Engineer In case of Re-employment or appointment as Consultant, the officer should not be more than 65 years of age.
Qualification & Experience for the post of Executive Engineer (Electrical/ Civil)	

Qualifications	**Essential:** First class Bachelor's Degree in Civil / Electrical Engineering from a recognized University / Institute. **Desirable:** i) Master's Degree in Construction Management/ Structural Engineering/ Civil Engineering/ Electrical Engineering/ Environmental Engineering or equivalent. ii) Knowledge of Computer-aided Design (CAD) and latest Management Technology/ other relevant software.
Experience	**Essential:** 8 years' experience at the level of Assistant Engineer or equivalent position in Pay Level-7 or above; **OR** 5 years of experience as Assistant Executive Engineer or equivalent position in Pay Level-10 or above; in reputed Govt. Institutions/ Public Works Organisations/ PSUs/ Defence Services/ Border Road Organisation/ NHAI etc., dealing in construction of building projects as per Govt./ CPWD norms. The candidate should be proficient in planning, estimation and tendering preparation of BOQ as per CPWD manual. Experience of working with high tension lines, electrical maintenance planning and execution of electrical work or civil engineering, designing and estimation, construction management etc. as relevant to the profession.

Qualification & Experience for the post of Assistant Executive Engineer

Qualifications	**Essential:** First class Bachelor's Degree in Civil/ Electrical Engineering from a recognized University/ Institute. **Desirable:** (i) Master's Degree in Construction Management/ Structural Engineering/ Civil Engineering/ Electrical Engineering/ Environmental Engineering or equivalent. (ii) Knowledge of Computer-aided Design (CAD) and latest Management Technology/ other relevant software applications.
Experience	**Essential:** 5 years of relevant experience in the Pay Level-7 or above as Assistant Engineer in the field of construction of Institutional Building, maintenance, designing and planning of civil works as per CPWD norms. Working experience in Central/ State Govt./ Semi-Govt./ PSUs/ Govt. Autonomous organisations/ Govt. Universities/ Govt. Institutes of national importance on regular basis.
S. No. / Code No.	4
Name of Post/Cadre	**Assistant Registrar**
Pay Level as per 7th CPC	Pay Level-10 (Rs.56,100- 1,77,500) in the pay matrix.
No. of Post(s)	**Total=07 [UR-2, EWS-1, OBC (NCL)-2, SC-1, ST-1]**
Age Limit for UR positions	40 Years

Qualifications	**Essential:** Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. **Desirable:** (i) PG Diploma in HR/ Finance/ Materials/ Computer Applications etc. (ii) Qualification in area of Management/ Engineering/Law. (iii) Experience in handling computerized administration/ legal/ financial/ establishment matters. (iv) A Chartered or Cost Accountant degree or diploma for the post of Assistant Registrar (Finance and Accounts).
Experience	**Essential:** Total 5 years of experience, out of which: a) 3 years in Pay Level-7 or above as Superintendent/ Section Officer and; b) The remaining 2 years of experience should be at least in the Pay Level - 6, in Central/ State Government/ Central/ State funded Educational Institutes / Universities, from at least one of the following areas having been posted in the respective departments. 1. Establishment matters including Legal, Contract laws, Recruitment, Personnel matters in Administrative wing. 2. Academic matters such as Admissions, Students' welfare management, Conduct of examinations, Maintenance of students' academic records, Scholarships, Convocation etc. in Academic Section. 3. Experience in handling financial matters, Grants, Budget and Accounts, Payments & Receipts, R&D Grant Management, Internal Audit etc., in Finance & Accounts/ Audit / R&D Sections. 4. Estate Management, Materials Management & Import procedures in Stores & Purchase Section or Estate Office.
S. No./Code No.	**5**
Name of Post/Cadre	**Scientific Officer / Placement Officer**
Pay Level as per 7th CPC	Pay Level-10 (Rs.56,100- 1,77,500) in the pay matrix.
No. of Post(s)	**UR-1**
Age Limit for UR positions	40 Years
Qualifications	**Essential:** M.Tech. or M.Sc. with MBA (in any stream)/ PGDM of two years duration on regular basis with classroom training from highly reputed Institutes with first Division.
Experience	**Essential:** Minimum 5 years working experience in Central/ State Govt./ Semi-Govt./ PSUs/ Govt. Autonomous Organisation/ Govt. Universities/ Govt. Institutes of National Importance. Should have strong Managerial & Administrative Qualities with excellent communication skills in English and Hindi. (i) Experience in establishment and handling academic/ Industry networking and relationships.

(ii) Should be willing to extensively travel all over the country.
(iii) Skill in using Microsoft Office/ Social Media and Networking with Internet skills/ software/ hardware application and tools.
(iv) Experience in campus placement services and related strategies development with discernible achievements.

Job Profile and Responsibilities:

(1) To look after day-to-day activities of placement.
(2) To have liaison with industries, Government and Non-Government organisation.
(3) To arrange for skill development training such as soft skills, communication, interview skill, inter personal skill etc.
(4) To create data base on Alumni and their present position.
(5) To arrange for expert lectures by industry professional.
(6) To collect feedback from industries coming for placement.
(7) To arrange workshop for entrepreneurship development.
(8) To develop Management Information System (MIS) on placement of passed out students and to create data base of recruiting industries and organisation.
(9) Any other duties assigned by Centre In-charge relevant to student.

S. No./Code No.	**6**
Name of Post/Cadre	**Sports Officer** (purely on tenure basis for 5 years and may be renewed from time to time till the age of superannuation subject to physical fitness & active habits and continued field performance at National/ International tournaments/ competitions/ other event participation/ achievements)
Pay Level as per 7th CPC	Pay Level-10 (Rs.56,100- 1,77,500) in the pay matrix.
No. of Post(s)	**UR-1**
Age Limit for UR positions	40 Years
Qualifications	**Essential:** i) Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed). ii) Passed the physical fitness test in accordance with the relevant Regulations of UGC. The selection process for the post includes physical fitness test in accordance with UGC regulation 2018. This will be conducted by the Selection Committee in respect of those who are shortlisted for the interview based on the qualifications and experience required for the position. The Sports Officer is required to be physically fit always with active participation in National / International tournaments / competitions. The position is of non-teaching and non-academic nature. **Desirable:** (i) Physical Fitness Test Norms: The Physical fitness tests will be as per the provisions of "University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other

	Measures for the Maintenance of Standards in Higher Education) Regulations, 2018." (ii) All candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests. (iii) On the production of such certificate mentioned in sub-clause (ii) above, the candidate would be required to undertake the physical fitness test in accordance with the relevant Regulations of UGC.
Experience	**Essential:** i) 5 years of experience in a scaled tenure / regular position at Central/ State Educational Institutes/ Defence Services/ Organizations of repute. ii) Should have demonstrated meritorious performance in National or International level events for at least 3 times in the past 5 years. iii) Record of having represented the university/ college at the inter-university/ inter-collegiate competitions or the State and/ or national championships. iv) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration. v) Evidence of having produced good performance of teams/ athletes for competitions like state/ national/ inter-university/ combined university, etc.
S. No./Code No.	7
Name of Post/Cadre	**Medical Officer**
Pay Level as per 7th CPC	Pay Level-10 (Rs.56,100- 1,77,500) in the pay matrix. In addition to the pay, 20% of NPA shall be admissible as per Govt. of India rules.
No. of Post(s)	**OBC (NCL)-1**
Age Limit for UR positions	40 Years
Qualifications	**Essential:** MBBS Degree or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register. **Desirable:** Post-graduate qualification, preferably MD, in General medicine. <center>**OR**</center> M.D. (Psychiatry)/ DNB (Psychiatry)/ MD Medicine/ Cardiology <center>**OR**</center> Post-graduate diploma in an appropriate branch of Medicine.
Experience	**Essential:** At least 5 years of post-qualification experience, after completing compulsory rotating internship, in a recognized large/ multi-specialty hospital of good repute. The resident medical officer is required to stay on the campus and be available round the clock rotation duties and emergency duties on call basis at any point of time. No private practice is permitted. **Desirable:** 10 years' experience after completing Internship out of which a minimum of 2-3 years' experience in an established hospital/ health center/ dispensary, attached to Institutions/ public sector units.

S. No./Code No.	8
Name of Post/Cadre	Technical Officer (ERP)
Pay Level as per 7th CPC	Pay Level-10 (Rs.56,100- 1,77,500) in the pay matrix.
No. of Post(s)	UR-1
Age Limit for UR positions	40 Years
Qualifications	**Essential:** B.E./ B. Tech or M.Sc./ MCA Degree with regular classroom study in relevant field with first class. **Desirable:** B.E./ B.Tech. or MCA/ M.Sc. Degree in Computer Science, Computer Engineering or Information Technology or related field with first class or equivalent grade (6.5 in 10-point scale) and consistently excellent Academic record. M. Tech./ PhD. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. i) Certification in RHCE/RHCT or CCNA/CCNP. ii) Virtualization: Familiar with Hypervisors - VMware ESXI, Vsphere, XEN, Citrix XenCenter. iii) Knowledge of Hardware Environment like Cisco Catalyst 3750/2960, UTM – Fortigate/Cyberoam, Sonic Wall, AP – 1600/2700/3700, WLC 5500 Familiar with: DMZ, ACLs, Port Security, Basic Penetration testing.
Experience	**Essential:** 5 years' experience in the fields of Web Application Development, Management and Administration, Fabrication, Database Management and Maintenance. Candidate must have the sound knowledge of application hosting, database, web designing & authoring tools, programming languages, operating systems etc. Technical knowledge in the following areas: a. Open Source RDBMS like PostgreSQL, MYSQL/ORACLE DB XE/DB2/SQL Server Express etc. b. Programming in Java, Python, Perl etc. Platform, and Framework like JAVA, J2EE Struts / Struts2/Spring / Hibernate / MyEclipse and CodeIgniter / Laravel etc. c. Good understanding of related Linux System Administration and Shell Scripting. d. Basic understanding of LAN/WAN, Storage Systems, Security Devices/Appliances. e. Knowledge of Academic ERP System (Requirement, Specification, Software & Database Design, Implementation and User Support), Hands-on work experience in running a mailing system. i) Applicant should be able to implement (code and design) both front end and back end components of an ERP/ERM system that is able to handle large data traffic with secure protocols. ii) Applicant should have knowledge of web-server configuration (Nginx/Apache), network security, reverse proxy server configuration, NodeJS/ Python Django Framework, Angular/ AngularJS Framework, Bootstrap and NoSQL database.

iii) Applicant should have experience in handling user requests, test each implementation before introducing in the production environment.

iv) Applicant should have experience in SAP/ JSP/ JAVA/ Servelets/ PHP/ Perl application development.

v) Applicant should have good grasp of database concepts with hand-on experience in SQL as well as NoSQL database.

vi) Demonstrated experience in troubleshooting and resolving bugs based on user request in a timely manner.

Desirable:

5 years working experience in Central / State Govt or similar organized services/ Semi-Govt./ PSU/ Govt. Autonomous Organisations/ Govt. Universities/ Govt. Institutions of national importance on regular basis.

5 years of proven experience in relevant fields in Software development/ System Administration/ IT & Networking/ AI/ Data Science and Engineering etc in Reputed Pvt. Ltd. companies/ Organisations/ Universities.

Technical knowledge at least in one of the following areas:

a) Open Source RDBMS like Post Gre SQL, MYSQL, etc./ Oracle, Software development and programming.

b) Programming Languages like Java, C++, Visual Basic and Packages like PHP/ ASP/ Developer.

c) LAN/ WAN, Storage systems, Security Devices/ Appliances.

d) 5 years' experience in Web Administration including at- least 3 years in SUN Solaris/ Linus based who servers. Candidate must have sound knowledge of server systems, database, web designing & authoring tools, programming languages, operating systems etc.

e) Knowledge of Academic ERP System (Requirement, Specification, Software & Database Design, Implementation and User Support) Hands on work experience in running a mailing system of at least 1000 users.

i) Financial application with time-sensitive and monetary implications. 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.

iv) 5 years' experience in Web Administration including at- least 3 years in SUN Solaris/ Linus based who servers. Candidate must have sound knowledge of server systems, database, web designing & authoring tools, programming languages, operating systems etc.

v) Knowledge of Academic ERP System (Requirement, Specification, Software & Database Design, Implementation and User Support) Hands on work experience in running a mailing system of at least 1000 users.

S. No./Code No.	9
Name of Post/Cadre	**Superintendent**
Pay Level as per 7th CPC	Pay Level-7 (Rs.44,900- 1,42,400) in the pay matrix.
No. of Post(s)	**Total = 03 [OBC-2, EWS-1]**

Age Limit for UR positions	35 Years
Qualifications	**Essential:** Master's Degree in any discipline with at least 50% marks or its equivalent grade. **Desirable:** (i) MBA in HR/ Finance/ Materials/ Computer Applications. (ii) PG Diploma in HR/ Finance/ Materials/ Computer Applications etc.

Experience	**Essential:**
	With 4 years of overall experience, the candidate should have worked in a minimum Pay Level-6 or above as Junior Superintendent in Central / State Government / Central / State funded Educational Institutes / Universities gaining experience at least in one of the following areas and posted in the respective departments:
	
	1. Establishment matters including Legal, Contract laws, Recruitment, Personnel matters in Administrative wing.
	2. Academic matters such as admissions, students' welfare management, conduct of examinations, maintenance of students' academic records, Scholarships, Convocation etc. in Academic Section.
	3. Experience in handling financial matters, Grants, Budget and Accounts, payments & receipts, R&D grant management, internal audit etc., in Finance & Accounts/ Audit/ R&D Sections.
	4. Estate Management, Materials Management & Import procedures in Stores & Purchase Section or Estate Office.
	
	Desirable:
	5 years working experience in Central/ State Govt./ Semi-Govt./ PSUs/ Govt. Autonomous Organisations/ Govt. Universities/ Govt. Institutes of national importance on regular basis.
	
	And relevant experience in one or more of the following areas:
	
	(i) **Internal Audit:**
	    * Cost & accounts audit
	    * Work accounts & audit
	(ii) **R & D Grant Management:**
	    Experience of handling R&D project through Automation, Grant Management, Financial Budgeting/ Accounting/ Annual Accounts preparation etc.
	(iii) **Store & Purchases**: Material Management and import procedure.
	(iv) **Faculty Affairs & Establishment**: Administrative matters including Legal, Labour Laws, Public relations, Recruitment, Establishment and coordination.
	(v) **Academic Affairs & Students' Affairs**: Academic matters such as conducts of examinations, maintenance of students' welfare management.
	(vi) Legal and Coordination, Estate Management including Security matters, outsourcing contract management, logistics management etc.

	(vii) **Working experience in Hindi**: Suitable work experience in Hindi Translation/ Typing/ Stenography in discharging duties in Rajbhasha Cell will be an added advantage.
S. No./Code No.	**10**
Name of Post/Cadre	**Physical Education Instructor / Physical Education Trainer** (purely on tenure basis for 5 years and may be renewed from time to time till the age of superannuation subject to physical fitness & active habits and continued field performance at National/ International tournaments/ competitions/ other event participation/ achievements).
Pay Level as per 7th CPC	Pay Level-7 (Rs.44,900- 1,42,400) in the pay matrix.
No. of Post(s)	**UR-1**
Age Limit for UR positions	35 Years
Qualifications	**Essential:** (i) Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed). (ii) Passed the physical fitness test in accordance with the relevant Regulations of UGC. The selection process for the post includes physical fitness test in accordance with UGC regulation 2018. This will be conducted by the Selection Committee in respect of those who are shortlisted for the interview based on the qualifications and experience required for the position. The Physical Education Trainer/ Physical Education Instructor is required to be physically fit always with active participation in National/ International tournaments/ competitions. The position is of non-teaching and non-academic nature. **Desirable:** (i) Physical Fitness Test Norms: The Physical fitness tests will be as per the provisions of "University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018." (ii) All candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/ she is medically fit before undertaking such tests. (iii) On the production of such certificate mentioned in sub-clause (ii) above, the candidate would be required to undertake the physical fitness test in accordance with the relevant Regulations of UGC.
Experience	**Essential:** 4 years relevant coaching experience in approved College/ University/ Institution/ Defence Services. **Desirable:** 4 years' work experience in Central / State Govt./ Semi-Govt./ PSUs / Govt. Autonomous Organisations / Govt. Universities / Govt. Institutes of national importance on regular basis.

S. No./Code No.	11
Name of Post/Cadre	**Nurse**
Pay Level as per 7th CPC	Pay Level-7 (Rs.44,900- 1,42,400) in the pay matrix.
No. of Post(s)	**UR-1**
Age Limit for UR positions	35 Years
Qualification	**Essential:** Master's Degree (with 50% marks) in nursing from recognized University/ Institutions. Should be registered as Nurses & Midwife in Indian Nursing Council / State Nursing Council. **Desirable:** Working knowledge in operation of New Medical equipment, X-ray machine, ECG, Sonography etc.
Experience	**Essential:** 4 years clinical experience in minimum 50 bedded hospital recognized by Central / State Government / Medical Council of India. **Desirable:** The experience should have been gain in a supervisory capacity having guided and supervised the junior level nursing team for their functional responsibilities.
S. No./Code No.	12
Name of Post/Cadre	**Counselling Superintendent**
Pay Level as per 7th CPC	Pay Level-7 (Rs.44,900- 1,42,400) in the pay matrix.
No. of Post(s)	**UR-1**
Age Limit for UR positions	35 Years
Qualifications	**Essential:** Master's Degree (with 50% marks) in psychology (Clinical or Counselling) or Social Work (Medical & Psychiatric) with practical experience. Must be conversant in reading, writing and speaking in Hindi and English. Knowledge of any additional Indian language would be an added advantage. **Desirable:** 1) An additional qualification in Mental Health and Counselling. 2) Knowledge of Yogic and traditional healing therapies. 3) Adequate experience in counselling of UG/ PG level students.
Experience	**Essential:** 4 years' experience in counselling students with regard to their academic and psychosocial and emotional issues. **Skills:** 1) Ability to train groups of students on academic stress Management, decision making time management, goal development, career etc. 2) Expertise in managing social media and other contemporary technologies for conducting counselling outreach activities amongst the student community.

	3) Interface with other professionals inside and outside of the Institute to help conduct lectures, exhibitions and other events to build awareness about the need for counselling.
	4) Counsel the students on different challenges faced by them at regular intervals in matter concerning peer pressure, relationship, academic stress, learning to make decisions, making responsible choices, knowing when to ask help for oneself and for others, family related issues, sexuality, identity, beliefs, time management, substance abuse, physically well-being etc.
	5) Conduct regular Q & A sessions in the hostels to help them cope with various issues (either on web-forum or to an individual).
	6) Act as a referral to the administration or hospital.
	7) Interact and interface with the mentoring and hostel student administration systems that are in place to develop lines of communication with the student.
S. No./Code No.	13
Name of Post/Cadre	**Scientific Assistant**
Pay Level as per 7th CPC	Pay Level-6 (Rs.35,400- 1,12,400) in the pay matrix.
No. of Post(s)	**OBC(NCL)-1**
Age Limit for UR positions	35 Years
Qualifications	**Essential:** B.E. / B.Tech. / M.Sc. with at least 55% marks in appropriate field.
Experience	**Essential:** 3 years relevant experience in handling advanced sophisticated instrumentation/ research equipment such as NMR, XRD, EPR etc. in a laboratory/ Academic/ Research/ Multinational Academic establishments of National/ International Repute. **Desirable:** 3 years working experience in Central/ State Govt./ Semi-Govt./ PSUs/ Govt. Autonomous organizations/ Govt. Universities/ Govt. Institutes of national importance on regular basis.
S. No./Code No.	14
Name of Post/Cadre	**Junior Superintendent**
Pay Level as per 7th CPC	Pay Level-6 (Rs.35,400- 1,12,400) in the pay matrix.
No. of Post(s)	**Total= 05 [UR-2, OBC(NCL)-2, SC-1]**
Age Limit for UR positions	35 Years
Qualifications	**Essential:** Master's Degree with at least 50% marks in any discipline. **Desirable:** Master's Degree in Social Sciences or Commerce/ MBA in HR or Finance or Systems/ MCS/ MCA or equivalent (Awarded by any University recognized by UGC or AICTE). Diploma in Computer application and Secretarial Practices. Shorthand in Hindi/English.
Experience	**Essential:** Overall 3 years working experience in Central/ State Govt./ Semi-Govt./ PSUs/ Govt. Autonomous organisations/ Govt. Universities/ Govt. Institutes of national importance, with Pay Level-5 or above. **Desirable:** Relevant experience in administration/ Accounts/ Secretarial work in Central/ State Govt./ Semi-Govt./ PSUs/ Govt. Autonomous organisations/ Govt. Universities/ Govt. Institutes of national importance on regular basis.

	Experience related to translation from English to Hindi.
S. No./Code No.	**15**
Name of Post/Cadre	**Junior Engineer (Civil/ Electrical)**
Pay Level as per 7th CPC	Pay Level-6 (Rs.35,400- 1,12,400) in the pay matrix.
No. of Post(s)	**Total=4 [UR-2, OBC (NCL)-1, SC-1]**
Age Limit for UR positions	35 Years
Qualifications	**Essential:** Bachelor's Degree in Civil/ Electrical Engineering with at least 55% marks from a recognized university / institute. **Desirable:** Master's Degree in Construction Management/ Structural Engineering/ Civil Engineering/ Electrical Engineering/ Environmental Engineering or equivalent. Familiarity in drafting skills by adopting latest Auto CAD packages.
Experience	**Essential:** At least 3 years field experience in a reputed works organisation of National/ International repute. **Desirable:** Working experience in Central/ State Govt./ Semi-Govt./ PSUs/ Govt. Autonomous organisations/ Govt. Universities/ Govt. Institutes of national importance on regular basis.
S. No./Code No.	**16**
Name of Post/Cadre	**Library Information Assistant**
Pay Level as per 7th CPC	Pay Level-6 (Rs.35,400- 1,12,400) in the pay matrix.
No. of Post(s)	**UR-1**
Age Limit for UR positions	35 Years
Qualifications	**Essential:** (i) Master's Degree in Library Science/ Library and Information Science with 55% marks from a recognized University. OR Master's Degree in any discipline plus a Bachelor's Degree in Library Science/ Library and Information Science with 55% marks from a recognized University. (ii) Diploma/ Certificate in Computer Application/ Digital Library Management/ Library Automation from a recognized Institute **or** enough working experience in Library Digitization and Library Networking.
Experience	**Essential:** 3 years of experience in the field of Library & Information Science with Pay Level-5 or above. **Job Description:** 1. Updation and maintenance of National Academic Repository (NAD). 2. Updation and maintenance of AISHE portal. 3. Updation and maintenance of Shodhganga project. 4. Coordination with Association of Indian Universities (AIU) and other information portals and survey systems, wherein the Institute should submit the statistics / data on time. 5. Management of NIRF ranking Data Cell. 6. Institute website information system and content management, dynamic updation on daily basis.

	7. Creation and Management of Institute's Physical and Digital Archives. 8. Management of Central Record Keeping (Physical and Digital). 9. Creation and management of various statistics on real time basis such as Student information system, Library e-resources and Journals, Research Publications, H-Index etc. and releasing the updates on the website and to the Community. 10. Digital/ Physical information system management under the Centre for Archives and Digitization (CAD) under Institute's Digital Initiatives Project (DIP), as assigned by the Institute authorities from time to time.
S. No./Code No.	17
Name of Post/Cadre	**Junior Hindi Translator (Pay Level – 6)** **OR** **Hindi Assistant (Pay Level - 4)**
Pay Level as per 7th CPC	Pay Level-6 (Rs.35,400- 1,12,400) in the pay matrix. OR Pay Level-4 (Rs.25,500-81,100) in the pay matrix.
No. of Post(s)	**UR-1**
Age Limit for UR positions	35 Years for Junior Hindi Translator **OR** 30 Years for Hindi Assistant
Qualifications & Experience for the post of Junior Hindi Translator	
Qualifications	**Essential:** **I. Degree:** Master's degree of a recognized University in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level. <center>**OR**</center>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi or English medium and English or Hindi respectively as a compulsory or elective subject or as the medium of examination at the degree level. <center>**OR**</center>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English respectively as a compulsory or elective subject of either or the two as medium of examination and the other as a compulsory or elective subject at degree level. **II. Diploma / Certificate or equivalent working experience:** Recognised diploma or certificate course in translation from Hindi to English or vice-versa from a recognised University/ Institute. <center>**OR**</center>Two years' experience of translation work from Hindi to English and vice-versa in Central Government or State Government offices, including Government of India Undertakings or print and electronic media, publication divisions/ cells/ houses or agencies working for Government or reputed non-government organisations.
Experience	**Essential:** At least 3 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.

	Should be capable of using Hindi tools on advanced computerized systems. Knowledge of translation work from Hindi to English and vice-versa using all software is essential.
	Should have knowledge of computer office applications in both Hindi and English with sufficient typing speed, proficiency in office applications like Word, Excel, Power Point etc.
	The candidate must be able to use internet, web applications and online translation techniques independently.
	Should be capable of Typing the documents in Hindi and English with ability to translate documents from Hindi to English and vice-versa using all kinds of Hindi & English software, in an independent manner.

Qualifications & Experience for the post of Hindi Assistant

Qualifications	**Essential:** **I. Degree:** Master's degree of a recognised University in Hindi or English with English or Hindi as a compulsory or elective subject or as a 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 or English medium and English or Hindi respectively 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 respectively as a compulsory or elective subject of either or the two as medium of examination and the other as a compulsory or elective subject at degree level. **OR** Bachelor's Degree with Hindi as a main subject from a recognised University/ Institute with English as a subject at the degree level with at least 50% marks OR Bachelor's degree with English as a main subject from a recognized University/ Institute with Hindi as a subject at the degree level with at least 50% marks. **II. Diploma / Certificate or equivalent working experience:** Recognised diploma or certificate course in translation from Hindi to English or vice-versa from a recognised University/ Institute. **OR** Two years' experience of translation work from Hindi to English and vice-versa in Central Government or State Government offices, including Government of India Undertakings or print and electronic media, publication divisions/ cells/ houses or agencies working for Government or reputed non-government organisations.
Experience	**Essential:** 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.

Should be capable of using Hindi tools on advanced computerised systems. Knowledge of translation work from Hindi to English and vice-versa using all software is essential.

Should have knowledge of computer office applications in both Hindi and English with sufficient typing speed, proficiency in office applications like Word, Excel, Power Point etc.

The candidate must be able to use internet, web applications and online translation techniques independently.

Should be capable of Typing the documents in Hindi and English with ability to translate documents from Hindi to English and vice-versa using all kinds of Hindi & English software, in an independent manner.

S. No./Code No.	18
Name of Post/Cadre	**Office Assistant (Multi skilled)**
Pay Level as per 7th CPC	Pay Level-5 (Rs.29,200- 92,300) in the pay matrix.
No. of Post(s)	**Total = 7 (UR-3, EWS-2, SC-2)**
Age Limit for UR positions	30 Years
Qualifications	**Essential:** Bachelor's Degree with at least 55% marks in any discipline with sufficient typing speed, proficiency in office application like Word, Excel, Power Point etc. **Desirable:** Master's Degree in any discipline. Shorthand in Hindi/ English.
Experience	**Essential:** 2 years of relevant experience in handling Office works & equipment/ knowledge of computer applications in any Central/ State Govt. or similar organized services/ Semi-Govt./ PSUs/ Govt. Autonomous organisations/ Govt. Universities/ Govt. Institutes of national importance. Experience in Secretarial work/ Establishments/ Finance & Accounts/ Stores & Purchase/ Legal / Academic Affairs etc. **Desirable:** Working experience in Central/ State Govt./ Semi-Govt./ PSUs/ Govt. Autonomous organisations/ Govt. Universities/ Govt. Institutes of national importance on regular basis.
S. No./Code No.	19
Name of Post/Cadre	**Lab Technician/ Technician**
Pay Level as per 7th CPC	Pay Level-5 (Rs.29,200- 92,300) in the pay matrix.
No. of Posts	**Total - 9 [UR-4, EWS-1, OBC(NCL)-2, SC-1, ST-1]**
Age Limit for UR positions	30 Years
Qualifications	**Essential:** Bachelor's Degree in Science/ Technology/ Engineering in relevant field with at least 55% marks.
Experience	**Essential:** 2 years relevant experience in a laboratory/ Academic/ Research/ Multinational establishments of National/ International repute in handling scientific equipment related to the laboratories of Computer Networking and IT/ Biological Sciences/ Veterinary

	Sciences/ Chemistry/ Physics/ Earth & Environmental Sciences/ Computer Sciences/ Electrical Engineering/ Data Sciences/ Chemical Engineering/ Chemical Effluents treatment labs/ Virtual classroom/ E-Classroom/ Audio Visual equipment/ CCTV Networking etc.
S. No./Code No.	**20**
Name of Post/Cadre	**Junior Office Assistant (Multi skilled)**
Pay Level as per 7th CPC	Pay Level-4 (Rs.25,500-81,100) in the pay matrix.
No. of Posts	**UR - 2**
Age Limit for UR positions	**30 Years**
Qualifications	**Essential:** Bachelor's Degree with 50% marks in any discipline with excellent computer proficiency in Office Applications like Word, Excel, Power Point etc.
Experience	**Essential:** 2 years relevant experience in office environment. Knowledge of computer office applications with sufficient typing speed, proficiency in office application like Word, Excel, Power Point etc.
S. No./Code No.	**21**
Name of Post/Cadre	**Junior Assistant (Multi skilled)**
Pay Level as per 7th CPC	Pay Level-3 (Rs. 21,700-69,100) in the pay matrix.
No. of Post(s)	**Total - 12 [UR-6, EWS-1, OBC(NCL)-3, SC-2]**
Age Limit for UR positions	30 Years
Qualifications	**Essential:** Bachelor's Degree with 50% of marks in any discipline. **Desirable:** 1) Knowledge of Hindi / English Typing. 2) Knowledge of shorthand in English / Hindi. 3) Experience in secretarial practices. 4) Knowledge of translation from English to Hindi and vice versa.
Experience	**Essential:** 1 year relevant experience in office practices. Knowledge of computer office applications with sufficient typing speed, proficiency in office application like Word, Excel, Power Point etc. **Desirable:** 1 year relevant experience in office environment with excellent computer skills.
S. No./Code No.	**22**
Name of Post/Cadre	**Lab Assistant (Multi skilled)**
Pay Level as per 7th CPC	Pay Level-3 (Rs.21,700-69,100) in the pay matrix.
No. of Post(s)	**Total =07 [UR-2, EWS-1, OBC(NCL)-2, SC-1, ST-1]**
Age Limit for UR positions	30 Years
Qualifications	**Essential:** B.Sc. (Physics/ Chemistry/ Earth & Environmental Sciences/ Biological Sciences) with 50% of marks from a recognized University / Institute.

	Desirable: Master's Degree in Science.
Experience	**Essential:** 1 year relevant experience in handling Laboratory equipment and experiments. Knowledge of computer office applications with sufficient typing speed, proficiency in office application like Word, Excel, Power Point etc. **Desirable:** 1 year relevant experience in Laboratory handling chemicals/ scientific equipment.
S. No./Code No.	23
Name of Post/Cadre	Lab Attendant (Semi Skilled)
Pay Level as per 7th CPC	Pay Level-1 (Rs.18,000-56,900) in the pay matrix.
No. of Post(s)	**Total-11 [UR-5, EWS-1, OBC(NCL)-3, SC-2]**
Age Limit for UR positions	30 Years
Qualifications	**Essential:** Bachelor's Degree in Science/ Technology/ IT/ Computer Application from a recognized University/ Institute. **Desirable:** Diploma in Networking/ Civil Engineering /Electrical Engineering/ CAD.
Experience	**Essential:** 1 year relevant experience in a laboratory/ Academic/ Research/ Multinational establishments of National/ International repute in handling scientific equipment related to the laboratories of Computer Networking and IT/ Biological Sciences/ Veterinary Sciences/ Chemistry/ Physics/ Earth & Environmental Sciences/ Computer Sciences/ Electrical Engineering/ Data Sciences/ Chemical Engineering/ Chemical Effluents treatment labs/ Virtual classroom/ E-Classroom/ Audio Visual equipment/ CCTV Networking etc.

General clause for all the above Positions:

Knowledge of computer office applications in both Hindi and English with sufficient typing speed, proficiency in office applications like Word, Excel, Power Point etc. is must.

The total number of posts of Executive Engineer / Assistant Executive Engineer are 2 only and shall be recruited as a flexible cadre.

The total number of posts of Junior Hindi Translator /Hindi Assistant is 1 only and shall be recruited as a flexible cadre.

Date: 01/10/2020

उप निदेशक

Deputy Director IISER Bhopal
Bhopal Bypass Road, Bhauri
Bhopal-462 066

Other Terms and Conditions

I. **Initial contract in lieu of separate probation/ tenure appointment followed by confirmation of probation:**

1. Under this method of recruitment, the selected candidates will be on an initial contract in lieu of separate probation/ tenure of appointment for a period of upto 5 years with a provision for permanent absorption/ confirmation, which may be extended by one more tenure and subsequent confirmation as per rules, on recommendations of the duly constituted Departmental Confirmations Committee (DCC).

2. Subject to satisfactory performance, the employees appointed on the Institute service on regular basis with initial contract in lieu of separate probation/ tenure will be considered for confirmation, any time during the period of initial contract in lieu of separate probation/ tenure/ probation/ extended period of probation.

   However, during the period of initial contract in lieu of separate probation/ tenure/ probation/ extended period of probation, the services of the employee are liable to be terminated at any time with one month's notice or on payment of one month's salary in lieu thereof without any case assigned.

   The Director upon the recommendations of the Departmental Confirmations Committee (DCC) may reduce the contract in lieu of separate probation/ tenure, on completion of 2 years of service, with requisite level of performance and fulfilling the pre-requisites for confirmation in respect of the employees who are on initial contract in lieu of separate probation/ tenure appointment. The Director may extend the period of contract in lieu of separate probation/ tenure/ probation in case of shortfall in performance or in case of candidates against whom disciplinary proceedings are pending/ whose performance is falling short of requirements/ whose confirmation process is underway/ who have not completed the pre-requisite trainings etc. The candidates not possessing the requisite qualifications, caste certificate as per the existing rules of the Institute or Govt. of India as on date of due for confirmation or in case of any discrepancies noticed or any examination to be cleared shall not be confirmed till acquiring such qualifications or clearing the examinations or obtaining the certificates in the prescribed proforma or till the final reports are submitted by the appropriate agencies in case of pending disciplinary proceedings.

3. All the Group A, B and C selected candidates must be conversant in drafting letters, notes, manuals, documents in Hindi also besides acquiring proficiency in English and use of computer applications. For this purpose, it is very essential that all the employees of the Institute are fully trained to use Hindi Software. In this regard, all the selected candidates from Group 'B' and 'C' shall ensure that she/ he qualifies in Hindi typewriting skill test to become eligible for confirmation. The Hindi/ Rajbhasha cadre of the Institute should also be conversant with all the rules and practices of the Institute and Non-Hindi/ Rajbhasha cadre should also be conversant in working Hindi environment in a multi-purpose model for achieving better efficiency.

II. **Probation:**

The Institute may offer the positions on direct probation of one year including one more year of extended probation, optionally. In the case of appointments directly on probation on regular basis wherever applicable, without any provision for the initial contract in lieu of separate probation/ tenure of 5 years, based on the recommendation of the selection committee in case of confirmed employees working on regular basis at Central/ State Govt./ Autonomous Bodies/ Govt. Organisations etc. on the following standard provisions:

1) Every officer on appointment to the Institute Service, either by direct recruitment or by promotion in Junior Scale shall be on probation for a period of one year.

   Provided that the Controlling Authority may extend the period of probation in accordance with the instructions issued by the Government from time to time.

   Provided further that any decision for extension of a probation period shall be taken ordinarily within eight weeks after the expiry of the previous probationary period and communicated in writing to the concerned officer together with the reasons for doing so within the said period.

2) On completion of the period of probation or any extension thereof, officers shall, if considered fit for permanent appointment, be retained in their appointments on regular basis and be confirmed in the due course against the available substantive vacancies, as the case may be.

3) If, during the period of probation or any extension thereof, as the case may be, Institute is of the opinion that an officer is not fit for permanent appointment, Institute may discharge or revert the officer to the post held by him prior to his appointment in the service, as the case may be.

4) During the period of probation, or any extension thereof, candidates may be required by the Institute to undergo such courses of training and instructions and to pass examinations and tests (including examination in Hindi) as Institute may deem fit, as a condition to satisfactory completion of the probation.

5) As regards other matters relating to probation, the members of the Institute Service will be governed by the instructions issued by the Institute rules/ Government of India in this regard from time to time.

III. Pre-requisites for confirmation of employees on Probation/ initial contract in lieu of separate probation/ tenure:

1) **Departmental Screening Test and/or Evaluation through Personal Presentation & self-appraisal before the Departmental Confirmations Committee (DCC):** After appointment and posting and after completion of two years on probation/ initial contract in lieu of separate probation/ tenure, the Institute may conduct process of evaluation through Personal Presentation & self-appraisal before the Departmental Confirmations Committee (DCC) to assess the progress of the individual and determine the suitability of the individual for continuation/ confirmation during the probation/ initial contract in lieu of separate probation/ tenure on yearly basis. Based on the recommendations of the Departmental Confirmations Committee (DCC), the services of candidates may be discontinued/ terminated during the period of probation/ initial contract in lieu of separate probation/ tenure, in case of unsatisfactory performance.

2) **Computer Proficiency:** The candidates belonging to Group B & C, should qualify in computer skill test with at least 60% proficiency and eventually should achieve upto 100% proficiency.

3) **Hindi typing proficiency:** The candidates belonging to Group B & C, should qualify in Hindi typing test with 60% accuracy/ proficiency, wherever required and eventually should achieve upto 100% proficiency.

4) The caste certificate/ character & antecedents/ police verification should be completed before the confirmation/ absorption. Confirmation of probation/ initial contract in lieu of separate probation/ tenure is subject to verification of the caste certificate/ educational qualifications and experience claimed in the application by the candidate.

5) **Half-yearly Performance Assessment Reports (HPARs) / Annual Performance Assessment Reports (APARs):**

(a) (i) The Group 'B' & 'C' employee recruited on one year probation should earn a minimum of "Very Good" in the Annual Performance Assessment Reports (APARs) for becoming eligible for confirmation/ permanent absorption through evaluation by Departmental Confirmations Committee (DCC).

(ii) In case of Group 'B' & 'C' employee recruited on initial contract in lieu of separate probation / tenure of 5 years with subsequent provision for probation and confirmation, the employee should earn a minimum of "Very Good" in the Annual Performance Assessment Reports (APARs) of preceding two assessment years for becoming eligible for confirmation besides undergoing evaluation through Personal Presentation & self-appraisal. The employee fulfilling the above criteria can be considered for confirmation on completing a minimum of two years of service after initial appointment on probation/ contract in lieu of separate probation/ tenure.

(b) (i) Any Group 'A' employee who is recruited on one year probation, should earn at least "Very Good" in the Annual Performance Assessment Reports (APARs) for becoming eligible for confirmation besides evaluation through Departmental Confirmations Committee (DCC).

(ii) In case of Group 'A' employee recruited on initial contract in lieu of separate probation/ tenure of 5 years with subsequent provision for confirmation, the employee should earn a minimum of "Very Good" in the Annual Performance Assessment Reports (APARs) of preceding two assessment years for becoming eligible for confirmation besides evaluation through Personal Presentation & self-appraisal. The employee fulfilling the above criteria can be considered for confirmation on completing a minimum of two years of service after initial appointment on contract in lieu of separate probation/ tenure.

IV. Relaxations:

1) Any relaxations in respect of Group B and C positions in terms of age and number of years of experience except the 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 to accord such relaxations in justifiable circumstances.

2) 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.

3) Relaxation of rules shall be resorted to only in outstanding cases. Such a relaxation shall not be a regular feature.

4) Before resorting to relaxation of Recruitment Rules, the Institute shall explore the feasibility of filling up a post by other methods of recruitment provided in the rules.

V. Methods of Recruitment:

As per the Statutes No. 16.1, all the posts at the Institute shall normally be filled by advertisement. Therefore, all the Non-Teaching Positions sanctioned for the Institute shall be filled up through advertisement in the following methods of recruitment through selection only as per the various methods of recruitment available in Government of India system as follows as per the practical requirements of the Institute from time to time in each case:

1. Direct Recruitment

a) **From All India level open advertisement from open market, upto 75% of vacancies, at each instance:** All the vacancies in the posts carrying Pay Level-12 and above shall be filled up through All India Level Open advertisement on 75:25 ratio (Direct recruits versus Departmental Candidates). 25% vacancies shall be earmarked for departmental candidates. The Institute may release a separate advertisement for the limited departmental direct recruitment, if deemed necessary. There may also be a combined advertisement for both the departmental candidates and the candidates from open market, whenever the feeder grades are not commensurate to the vacancies (i.e. 3 to 5 times of the number of vacancies, earmarked for the departmental feeder grades).

b) **Through selection under limited departmental quota of upto 50% of vacancies:** At each instance, upto 50% of the total vacancies under Group B and C and the entry level posts of Group A, i.e. Pay Level-10 shall be filled through All India Level Open advertisement from the open market. However, the departmental candidates may also apply against the direct recruitment quota through All India Level advertisement, on availing the age and relevant relaxations, as applicable.

In respect of departmental quota, normally the feeder grade should range from 3 to 5 times the number of sanctioned posts in the higher grade, in case the post in the higher grade is to be filled on Selection basis. In case of non-availability of feeder cadre, the advertisement shall be released in a consolidated manner where the departmental candidates will also be encouraged to compete with the open market candidates. The posts unfilled under limited departmental quota shall be filled up through open market, in a simultaneous manner through the same Selection Committee.

2. Deputation

It may so happen that the Institute may not be able to fill up the vacancies caused by the incumbents being away for a duration of one year or more due to proceeding on deputation, study leave etc. In order to avoid such a contingency, the vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more may be filled on deputation basis from officers of Central Government/ State Government/ Autonomous Bodies/ PSUs etc.

3. Transfer-on-Absorption

a. "Absorption" will be adopted as a method of recruitment when it is possible to get the services of suitable officers having the requisite qualifications and experience within the Central Government/ State Government/ Autonomous Bodies/ PSUs etc. Under the provision "absorption", the officer who will come, may be permanently

absorbed in the post/ grade. Such an "absorption" can be effected only in the case of officers from the Central Government/ State Government/ Autonomous Bodies/ PSUs etc.

b. They can be considered for transfer on absorption basis/ initially on deputation and future absorption basis/ Short term contract/ Re-employment upto a maximum of 57 years of age for all Group A, B and C Posts.

c. The Institute also invites applications from the regular officers working in Central and State Govt. departments, Subordinate, Attached Offices and Autonomous bodies under Central Govt. (being audited by C&AG), Central PSUs, Joint Ventures or any other form of organization between Central Govt. and State Govt. with minimum 50% stake held by Central Govt. on permanent absorption basis against the regular post.

d. **Annual Performance Assessment Reports (APARs):** The applicants should have earned minimum four (04) preceding years of APARs, if the APARs are due for writing. The APARs should have been earned either in the parent organization or while on deputation to other organisation(s) after regular appointment in the parent organisation.

e. **The candidates joining on absorption basis shall be extended the benefits of:**

   (i) Protection of Basic Pay and Pay Level, allowances, perks, counting of past service for the purpose of extension of financial up-gradation under MACP/ CAS or any career up-gradation scheme in vogue in the Institute etc., will be done as per Institute rules/ recommendations of the selection committee.

   (ii) The service benefits as available in the parent cadre shall be protected subject to availability of similar service benefits after absorption at the Institute.

   (iii) The extension of Pay Band/ Pay/ Grade Pay/ Basic Pay acquired through MACP/ Financial up-gradation through ACP or any promotion at the parent organization as on date of absorption/ deputation or during deputation, including extension of pay, allowances, service benefits, counting of past service shall be done as per Govt. of India rules/ Institute rules on negotiation basis, as per the recommendations of the selection committee.

   (iv) Protection of service benefits, pay and allowances, counting of past service on transfer of past service shall only be admissible on applying through proper channel and receiving the LPC from the parent employer.

   (v) The candidates on joining on Transfer-on-absorption basis shall be extended the benefits under the scheme of mobility of faculty/ non-faculty as per Govt. of India guidelines from time to time as applicable to absorbees. However, the candidates will be extended NPS facility only on absorption.

   (vi) Candidates working on the same Pay Level/ Pay Band and Grade Pay or higher Pay Level/ Pay Band/ Grade Pay shall be considered for absorption in the sanctioned and advertised substantive Pay Level/ Pay Band/ Grade Pay only. However, on proper transfer of service and counting of the past service any financial upgradation in higher Pay Level/ Pay Band/ Grade Pay shall be extended

under MACP/ CAS through a separate DPC after absorption from the effective date if already placed/ extended by the parent organization before absorption or from the actual date on which the upgradation/ assessment falls due under MACP/ CAS.

Example: An Assistant Registrar/ Dy. Registrar working in a substantive post with a Pay Level-10/ Pay Level-12 respectively and extended the benefit of MACP/ CAS on completion of the required number of years/ eligibility and placed in the Pay Level-11/ Pay Level-13 shall be considered for appointment on the sanctioned/ substantive Pay Level-10/ Pay Level-12 only. However, the benefit of higher Pay Band/ Grade Pay extended under MACP shall only be provided on counting of past service through transfer of service and through a proper service verification, wherever applicable by the parent organisation as per Govt. of India/ Institute rules on joining the Institute after transfer-on-permanent absorption basis only.

(vii) The above terms and conditions, shall be applicable to deputation also.

4. Re-employment

Re-employment of the government servants as per the existing rules shall also be a method of recruitment, as per the Government of India Rules in vogue from time to time.

5. Short-term Contract

"Short-term contract" is also a form of deputation and this applies to officers from Non-Government bodies, e.g. Universities, recognized Research Institutions, Public Undertakings, etc. **for teaching, research, scientific and technical posts etc**. This method is also adopted, if it is considered desirable.

6. Composite method of recruitment

In cases where the method of promotion is by 'selection' and the field of promotion or feeder grade consists of only one post, the method of recruitment by "deputation (including short-term contract) / promotion" shall be followed, so that the departmental candidate is considered along with outsiders. If the departmental candidate is selected for appointment to the post; it is to be treated as having been filled by promotion; otherwise, the post is to be filled by deputation/ short-term contract for the prescribed period of deputation/ short-term contract at the end of which the departmental officer will again be afforded an opportunity to be considered for appointment to the post.

7. Promotion through selection under limited departmental quota:

(i) **The Institute may fill up posts through selection under limited departmental quota of upto 50% of vacancies:** At each instance, upto 50% of the total vacancies under Group B and C and the entry level posts of Group A, i.e. Pay Level-10 may be filled through **selection under limited departmental quota, only in case of availability of sufficient candidates from feeder cadres.**

In respect of departmental quota, normally the feeder grade should range from 3 to 5 times the number of earmarked posts in the higher grade. In case of non-

availability of feeder cadre, the advertisement shall be released in a consolidated manner through All India level Direct Recruitment, otherwise than by Open Competition where the departmental candidates will also be encouraged to compete with the open market candidates. The posts unfilled under limited departmental quota shall be filled up through open market, in a simultaneous manner through the same Selection Committee.

(ii) All the Institute employees of IISER Bhopal who are working on regular scales in the Institute service against the regular positions will be treated as departmental candidates and all the relaxations in terms of Qualifications/ Age/ Experience duly treating them as departmental candidates for promotion shall be made applicable as per Govt. of India rules for Promotion/ Assessment under RCPS/ MACP as applicable to autonomous Institutes of the Government of India. The rules for promotion through selection/ MACP of the Govt. of India shall be made applicable in case of internal departmental candidates through a separate advertisement for departmental candidates, wherever a minimum of three candidates are available from the feeder cadre. Otherwise, the position shall be advertised through Open recruitment for which the departmental candidates shall also be eligible to compete along with open market candidates.

(iii) **Age relaxation for Departmental Candidates:** There is no upper age limit for the regular Institute employees of IISER Bhopal who are treated as departmental candidates for all the posts.

(iv) **Educational Qualification for departmental candidates for recruitment under limited departmental quota through promotion by selection:**

The educational qualifications prescribed for direct recruits shall also apply in the case of departmental candidates applying through direct recruitment methods and departmental quota also. The full educational qualifications, for professional, scientific and technical posts, shall be insisted upon, in the interest of administrative efficiency, even in case of internal candidates for both direct recruitment as well as limited departmental quota.

(v) In case of all the departmental candidates who are promoted through selection under limited departmental quota, their promotion shall be adjusted against the next financial upgradation due under MACP.

VI. **Age and other relaxations for direct recruits and departmental candidates for Direct Recruitment:**

1. **Age relaxation:**

   1) Upper age limit shall be determined as on last date of online submission of applications.

   2) Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate will only be accepted by the IISER Bhopal for determining the age and no subsequent request for change will be considered or granted. No Age relaxation would be available to SC/ST/OBC candidates applying for unreserved vacancies.

3) Permissible relaxation of upper age limit as per Government orders as well as category codes for claiming age relaxation as on the last of receipt of application are, as under: -

Sr. No	Category	Age Relaxation permissible beyond the upper age limit in case of positions reserved for the respective SC/ST/OBC-NCL only and other than the unreserved positions except for PWD & Ex-servicemen.	
a.	SC/ST	5 years	
b.	OBC (NCL)	3 years	
C.	PwD	10 years	
d.	PwD + OBC (NCL)	13 years	
e.	PwD + SC/ST	15 years	
f.	Ex-Servicemen	Upto the extent of service rendered in defence forces (Army, Navy & Airforce) plus 3 years provided they have put in a minimum of 6 months attested service. No relaxation shall be provided without such certifications duly mentioning the number of years served in Armed Forces and a clear undertaking about the eligibility for such relaxation **[Annexure 5: Appendix 2 & 3]**.	
g.	**Central / State Govt. or similar organized services / Semi-Govt. / PSU / Govt. Autonomous organizations / Govt. Universities / Govt. Institutes Employees – for Group 'A' & 'B' posts.**		
	Subject to conditions that the posts are in the same line or allied cadres and a relationship could be established that service rendered in the Department/ posts will be useful for efficient discharge of the duties in the other categories of posts and only in respect of those who have rendered not less than 3 years regular and continuous service as on closing date for online submission of application.	Upto Yrs UR/EWS: 5 OBC-NCL: 8 SC/ST: 10	
h.	**Central / State Govt. or similar organized services / Semi-Govt. / PSU / Govt. Autonomous organizations / Govt. Universities / Govt. Institutes Employees – for Group 'C' posts.**		
	Subject to conditions that the posts are in the same line or allied cadres and a relationship could be established that service rendered in the Department/ posts will be useful for efficient discharge of the duties in the other categories of posts and only those who have rendered not less than 3 years of regular and continuous service as on closing date for online submission of application.	Upto Yrs UR/EWS: 40 OBC-NCL: 43 SC/ST: 45	
i.	Relaxation of 5 years will also be permissible to those who had ordinarily been domiciled in the Kashmir division of the State of Jammu and Kashmir during the period from 01/01/1980 to 31/12/1989 subject to production of relevant certificate from concerned authority.	5 years	
j.	The permanent / regular employees working against sanctioned positions in Centrally Funded Educational Institutes / Centrally Funded Technical Institutes are eligible	Upto 50 years including all	

		to apply for all the positions upto the age of 50 years or the actual limit whichever is higher, including category-based relaxations.	category-based relaxations
k.		There is no upper age limit for the employees of IISER Bhopal working on the sanctioned positions on regular / permanent / deputation / short-term contract / fixed tenure modes of employments.	No upper age limit for all categories.

(i)   The age limit mentioned in the advertisement is with reference to the unreserved vacancies, there will be relaxation as per the standard rules of Govt. of India in respect of the reserved positions.

(ii)   The SC/ST/OBC candidates who apply against unreserved (UR) posts will not be eligible for age relaxation.

(iii) Relaxation in age, qualification and/or experience may be permitted if sufficient numbers of candidates possessing the requisite qualification and/ or experience are not likely to be available to fill up the posts.

(iv)   Relaxation in age would be admissible as per Central Government Rules/ Institute Rules for the employees working on sanctioned posts with regular pay scales of Central/ State Govt. or similar organized services/ Semi-Govt./ PSU/ Govt. Autonomous organization/ Govt. Universities/ Govt. Institute of national importance who are educationally qualified and having relevant experience.

(v)   Only matriculation/ SSC certificate issued by the concerned education board will be considered as proof of date of birth. No other document will be accepted for verification of date of birth.

(vi)   Relaxation in age, educational qualification and/ or experience may be considered in case of exceptionally meritorious candidates, with prior approval of the Competent Authority/ Director, only on the justifiable recommendations of the Shortlisting Committee, whenever sufficient number of applicants are not available.

(vii) **Crucial date for calculation of the age limit:** The crucial date for determining the age-limit shall be the last date for online submission of applications from candidates in India.

(viii) **Upper age limit for direct recruitment:** The upper age limits for different posts depend upon the nature of duties, educational qualifications and experience requirements. Broadly, the following criteria may be followed:

Sr. No.	Posts	Age Limits
(i)	Posts having Pay Level of more than 12	57 years
(ii)	Posts having Pay Level 12	55 years
(iii)	Posts having Pay Level 11	45 years
(iv)	Posts having Pay Level 10	40 years (*)
(v)	Posts having Pay Level 6, 7 and 8	35 years
(vi)	Posts having Pay Level 1, 2, 3, 4 and 5	18 to 30 years.

* The maximum age limit for the posts including and above Pay Level 10 of Scientific Officer (Pay Level -10), Medical Officer (Pay Level -10) / Research Engineers (Pay Level -10) having suitable higher qualifications like Ph.D. or research experience or Govt. or Corporate Experience shall be considered upto the age of 55 years.

Note:-"Direct Open Competitive Examination" shall mean direct recruitment by Open Competitive Examination conducted by the Union Public Service Commission or any other authority under the Central Government. And it shall not include the recruitment through Limited Departmental Examination or through shortlisting or by interview or by contract or by absorption or deputation by the Institute, which is called "Otherwise than by Open competitive examination".

(ix) Maximum age limit in case of appointment by deputation / deputation (including short term contract basis) as per DOPT OM NO. AB-14017/11/2017-Estt-(RR), dated February 5, 2018:

   (i) For posts in the SAG level and above (i.e. Level-14 of the Pay Matrix and above):-

   'Not exceeding fifty-eight years' on the closing date of receipt of application.

   (ii) For posts below the SAG level (below Level-14 of the Pay Matrix):-

   'Not exceeding fifty-six years' on the closing date of receipt of application.

VII. Reservations:

1) Vacancies of PwD/ Ex-servicemen quota are horizontal and included in the total No. of vacancies. Therefore, there will be no separate Recruitment against PwD Quota/ Ex-servicemen Quota and it will be conducted simultaneously and adjusted against UR/SC/ST/OBC (NCL)/EWS category to which the candidate belongs to.

2) Candidates belonging to OBC (NCL) category should submit proper caste certificate as per the proforma of Govt. of India (which should be valid as on the last date of submission of application or as per the GOI Rules from time to time. The certificate should at least have been issued in the current or preceding Financial Year during which the application is being made for provisional consideration. However, a valid certificate as per the Govt. of India Rules should be submitted before joining the position, if selected) and which should among others specifically mention that the candidate does not belong to the persons/ sections (creamy layer) as mentioned in Col. 3 of the schedule to the Department of Personnel & Training in the Govt. of India OM No. 36036/2/2013-Estt.(Res.) dated 30/5/2014 and OM No. 36033/1/2013-Estt. (Res) dated 27/05/2013. Further, they should invariably attach a declaration on their eligibility in the prescribed proforma for consideration of the candidature under OBC(NCL) **(Annexure-6).**

3) Candidates belonging to OBC category, but coming in creamy layer will not be entitled to the benefits of reservation and should apply under UR category.

4) Reservations for SC/ ST/ OBC (NCL)/ PwD/ EWS/ Ex-servicemen, etc. will be as per Govt. of India norms from time to time. 10% reservation for Ex-servicemen in group C

posts within each category on horizontal basis will also be applicable as per the DoPT notification dated 04 October 2012, subject to availability of candidates with suitable work experience and educational qualifications with required percentage of marks/ grades through UGC/ Govt. recognized Institutes through Legislative/ Parliamentary enactment and on submission of clear work experience certificate in the required trade/ domain area.

5) Age should not exceed the limit as on normal closing date of online submission of completed application. However, age relaxation will be considered in case of SC/ST/OBC (NCL)/PwD and Ex-servicemen as applicable in Central Government.

6) Only the shortlisted candidates will be called for interview.

7) In case the appointment is against a reserved vacancy, the appointment is subject to verification of the caste certificate/ Income and Asset Certificate along with the other relevant certificates produced in support of the claim. In case of any discrepancy in the qualifications, certificates and experience claimed, the appointment is liable to be terminated and suitable disciplinary proceedings will also be initiated.

8) The appointment is provisional in case of candidates claiming reservation under various categories and subject to procedural verification of caste certificates/ Income and asset certificates. Confirmation of probation/ initial contract in lieu of separate probation/ tenure of 5 years is subject to verification of all the caste certificates/ educational qualifications/ Income and asset certificates and experience claimed in the application by the candidate.

9) The above vacancies are also open for eligible 'Transgender' possessing requisite qualification and experience for the respective post. There shall be no discrimination against the transgender in the employment of the Institute.

VIII. Non-refundable Communication charges and Mode of payment:

1) There shall be no registration / application fee for the posts in the institute for any category of applicant.

2) However, all the applicants are required to pay a nominal non-refundable communication charges amounting to Rs.50.00 only.

3) The communication charges once paid are non-refundable under any circumstances. In case of cancellation of any advertisement, the candidate shall have to apply again without any reference to the previous advertisements or communication charges paid earlier. They should apply afresh, duly checking their eligibility as per the fresh advertisement issued and duly paying the communication charges towards publicity and communication cost only, afresh. No application shall be entertained for refund of communication charges. All the advertisements issued are valid for six months only. Any left-out vacancies shall be carried forward to the new advertisement with updated terms and conditions.

Mode of Payment of communication charges:

4) **Online payment shall be made through SBI Payment Gateway:** The payment options through Internet Banking (all banks) and Debit Card/Credit Card etc. are also available under SBI Payment Gateway.

5) Applicants desiring to apply for more than one post should fill-in and submit separate online applications for each post along with the prescribed non-refundable communication charges.

IX. Eligibility criteria:

(i) **Date of Birth:** Date of Birth as recorded in the Matriculation / Secondary Examination Certificate will only be accepted by the IISER Bhopal for determining the age and no subsequent request for change will be considered or granted. Non-submission of proof of date of birth will result into rejection of application.

(ii) **Educational Qualifications:**

1. There is no relaxation in essential educational qualifications prescribed for each post for any candidate, irrespective of category.

2. Relaxations, if any, are applicable for cut off criteria applied over and above the minimum qualifications prescribed, for the sole purpose of shortlisting in case of large number of candidates applying for each position and in screening tests as part of shortlisting process.

3. The minimum educational qualifications and experience required for direct recruitment are indicated duly dividing them into two parts, viz., "Essential Qualifications" and "Desirable Qualifications". These requirements vary from post to post depending upon the scale of pay and the nature of duties.

4. The experience prescribed by the Institute is required in order to match the candidates for duties and responsibilities of the post. The Institute at its discretion shall insist upon both essential and/ or desired qualifications and experience.

5. **Academic Degrees as per UGC/ Govt. of India Notifications only:**

   (i) As per Ministry of Human Resource Development Notification dated 10.06.2015 published in Gazette of India all the degrees/ diplomas/ certificates including technical education degrees/ diplomas awarded through Open and Distance Learning Mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the University Grants Commission.

   (ii) The candidate should ensure that the (a) Graduate degree and (b) Post graduate degree should have been obtained from a University or any Institution set up under an act of Parliament or an authorised Institution approved by the UGC/ appropriate Regulatory Agency to issue Bachelor's and Master's degrees and the nomenclature and minimum duration of degree is strictly as per **UGC's Gazette Notification dated July 5, 2014 (Annexure-8).** However, in case of Institutes of national importance established under an Act of Parliament duly authorizing

the Institutes to grant degrees shall be as per the respective Institute's norms only.

(iii) PG/ UG diplomas shall be treated as mere UG/ PG diplomas only, but not UG / PG Degrees unless the nomenclature itself is used as Degree by the authority empowered with degree granting status under the Act of Parliament or through the affiliated regulatory bodies like UGC etc. No Under Graduate or Post Graduate diploma, irrespective of the number of years of study or the Institute/ University offering such diplomas shall be considered as a Bachelor's or Master's degree unless specifically notified by UGC or included in the latest **UGC's Gazette Notification dated July 5, 2014 (Annexure-8)** on the specification of the Degrees enclosed with this Advertisement. No interpretations or equivalency certificates issued by any other agency other than UGC notification shall be entertained in this regard. A declaration **(Annexure-4)** of the candidate to this extent in the enclosed proforma should be submitted invariably, duly checking the UGC notification at the time of application. Applications without declaration in the prescribed proforma on the validity of UG/ PG Degree shall be summarily rejected.

6. **General qualifications for all posts:**

Good knowledge of Computer applications both in Hindi and English on word processor, spread-sheet, presentation software etc. and OS like MS-Windows or LINUX etc. is a must.

(iii) **Experience (A condition must have been complied with, without any deviation to avoid rejection of candidature):**

1) Suitable work experience in Hindi Translation/ Typing/ Stenography in discharging duties in Rajbhasha Cell will be an added advantage.

2) The Institute shall insist on essential experience as well as desirable experience in normal circumstances. At the discretion of the Shortlisting Committee, the desirable experience may not be insisted upon to encourage more number of people to appear for the Screening Test/ Interview, only in case, sufficient number of people are not available. This should be supported by a proper experience certificate in the given proforma or at least covering the entries in the given proforma and issued by the Officer In-charge or Head of Administration/ Establishment/ HR. The experience claimed without proper experience certificate covering all the entries in the given proforma shall not be given any weightage for shortlisting the candidate. In the absence of desired information, the candidate cannot be equated on par with the other candidates.

3) The candidates currently working in the similar Pay Level (Pay Band and Grade Pay) of the post advertised or who previously worked in the same Grade Pay or Pay Scale similar to the post advertised shall also be eligible to be considered for shortlisting against the post applied for subject to the condition that the total residency period in the required Pay Level/ Pay Band & Grade Pay of post is sufficient when all the experience is put together. (Example: For the post of Dy. Registrar the required experience of 5 years as Assistant Registrar in the Group A, Pay Level -10 or above position should be fulfilled as minimum criteria, the

experience should have been acquired in the relevant area only with independent and original job assigned to the post.)

4) The candidates working in higher Pay Level/ Grade Pay shall also be eligible to apply against the post advertised subject to fulfilling the minimum residency period in the desired position and/ or higher position put together.

5) The candidates working on regular basis with specified Pay Level/ Pay Scales/ Grade Pay in the Central/ State Govt./ Central Funded Educational/ Research Institutes/ Universities shall be given preference. Wherever sufficient numbers of candidates are not available with Govt. experience, the candidates from non-government area with equitable grade and experience may be considered, with the approval of competent authority.

6) **Equivalency of posts:** The equivalency of post shall be determined in terms of the original duties assigned to the post and the Pay Level (as per 7th CPC) attached to the post based on job functions and the placement in the hierarchy, only. Any additional responsibilities discharged other than original job functions assigned to the posts shall not be considered as equivalent to the full experience required in the specified position. By mere carrying the same Grade Pay/ Pay Level or being placed at the same level in hierarchy cannot be considered as a factor for equivalence. **For example:** the post of Security Officer/ Medical Officer/ Engineers/ Assistant Librarian/ Technical Officer/ IT Managers/ Language Officers/ PROs/ Hardware & Software Specialists/ Product Development Officers/ Telecom Sales Officers/ Marketing Officers/ Banking & Insurance specialists/ Financial or Insurance or Manufacturing Product Promotion Officers/ Workshop Superintendents etc. in Pay Level-10 cannot be considered as equivalent posts for Assistant Registrar with Pay Level-10. Posts with original responsibilities such as Stores & Purchase Officer, Administrative Officer, Assistant Finance & Accounts Officer, Academic Officer, Assistant Controller of Examinations etc. in the specified GP/ Pay Level worked in the core administrative jobs shall only be considered as equivalent to Assistant Registrar and the similar positions of that kind. The said analogy will be followed for other positions also, accordingly.

7) Experience in Engineering/ Technical/ Scientific Institutes of National Importance like IITs/ IISERs/ IISc/ NITs and other similar Central Govt. Institutions is highly essential for all the posts.

8) **Experience certificate(s):** The experience certificate in support of the claims made in the application should be in the prescribed proforma **(Annexure-1)** and should have been issued by the competent authority only. Any discrepancy without mentioning the full details as per the proforma or non-availability of requisite information in the experience certificate provided, the application may be rejected without any further correspondence or entertaining any fresh proof in this regard. Pay slips or salary slips shall not be treated as experience certificates. **The experience certificate should also accompany the offer of appointment to the post and the relieving letter, wherever discharged.** The experience certificate should contain the essential and minimum details as per the service certificate proforma enclosed and it should have been issued by the competent authority in the administration/ establishment/ personnel office.

9) **IDA and CDA Scales:** The applicants must upload the Pay Revision Commission's (PRC) document/ organisational corporate documents' certified extracts with the

details of hierarchy and list of pay scales duly mentioning the equivalence factor in terms of 6th CPC (as on 01.01.2006)/ 7th CPC (as on 01.01.2016) and Central Govt. hierarchy, in case the applicant is not working in 6th/ 7th CPC structure under Govt. of India for extension of any benefit of equivalence on par with 7th CPC structure. **Without the equivalence certificate supported by the Pay Revision Commission's (PRC) document/ organisational corporate document, no claims of the applicant shall be considered under any circumstances.** The onus of submitting the PRC/ organizational corporate document duly clarifying that the post held by the applicant in the IDA scale is equivalent to Central CPC structure lies with the applicant and the Institute shall not consider any other proof other than the PRC/ organisational corporate document of the respective IDA scales held by the applicant. In the absence of the said document along with the NOC or Service Certificate produced by the applicant, no claims of equivalence of IDA scales with CPC structure followed by the IISER Bhopal, an autonomous organisation under Ministry of HRD, Govt. of India, shall be admissible. A model of such PRC/ organisational corporate document **(Annexure-7)** is enclosed as an annexure for reference of the candidate and submitting such an extract related to his/ her own Organisation, failing which the claim of equivalency of IDA Pay scales with 6th / 7th CPC pay scales shall not be admitted under any circumstances.

10) The applicants for all the positions in the Institute should be conversant and capable of showing the leadership in various areas of governance at the Institute. The IISER Bhopal has been declared an Institute of national importance under the Act of Parliament. There is no system of providing pre-employment training and all the candidates are expected to be fully conversant with Govt. of India rules, train and guide the supervisory and non-supervisory staff reporting to various cadres of the Institute and advise the Institute authorities on various matters. Therefore, the experience gained in Central Govt./ Central Govt. Institutes in general and Central Educational Institutes (CEIs)/ Centrally Funded Technical Institutes (CFTIs) will be given first preference while short-listing the applications for all positions. Thus, the Institute may consider the applicants with considerable experience in Centrally Funded Educational and Research Institutes for all positions, since the selected candidates should be highly conversant with the administrative and financial governance structure followed at the CEIs/ CFTIs, as there is no system of pre-employment training to make the candidate familiar with the governance structure of CEIs/ CFTIs. The Institute shall not consider the experience gained in other commercial organisations as equivalent to the experience gained by the candidates having worked in Central Educational and Research Institutes. Only in case, there are no sufficient number of candidates available from CEIs/ CFTIs, the Institute may consider candidates from other Central/ State organisations, other than CEIs/ CFTIs. For this purpose, the criteria for shortlisting the candidates shall depend on the experience gained by the candidate in the CEIs falling under the purview of Central Educational Institutions (Reservation in Admission) Act, 2006, amended from time to time. The decision of the short-listing/ Screening Committee shall be final in terms of deciding the non-cadre posts equivalent to the cadre posts of Institute, while screening the applications. No queries/ appeals shall be entertained in this regard.

11) The experience gained in Pay Level (pay scales) in regular pay structure against sanctioned posts in Govt. of India structure shall only be considered for counting the experience required, at the time of shortlisting. The non-functional scales and the scales extended through MACP/ Financial Upgradation/ personal promotion

other than the original and substantive levels/ grades/ pay scales shall not be considered as equivalent to the experience required in a particular post as per the advertisement.

12) The prescribed Essential and Desirable Qualifications/ Experience indicated are bare Minimum and mere possession of the same will not entitle the candidates to be called for screening test/ interview. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the Institute to call all the candidates for interview. The Institute may restrict the number of candidates to be called for screening test/ skill test/ interview to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish details of all the higher qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed along-with documentary evidences.

13) Upload scanned copy of all the credentials in respect of proof of age, academic qualifications, category, experience, awards & honours, failing which no weightage shall be given in respect of the credentials claimed.

14) The academic qualifications prescribed should have been obtained from recognized Universities/ Institutions and recognised/ approved by the relevant authorities e.g. UGC/ AICTE/ Act of Parliament as applicable. Further, the duration and nomenclature of all educational qualification Bachelor's and Master's Degree must be as per UGC norms.

15) **Typing Knowledge:** In respect of Group 'C' posts, if the Institute considers typing knowledge as essential, the skill tests shall be conducted only on computers and sufficient typing speed may be demanded as an 'essential' qualification.

16) **Relaxation Clause:** Qualifications, if any, are relaxable at the discretion of the Competent Authority/ Director in the case of candidates otherwise well qualified as a class but not for any individual.

17) If the number of applicants shortlisted for attending the interview is not sufficient enough in the view of Selection Committee, for each vacancy at Level-1 of shortlisting, the Institute may relax the age and experience, but not the essential academic qualifications, to ensure and encourage more number of people to compete at interview level.

18) The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority/ Director in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority/ Director is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

(iv)   NOC cum Service Certificate from the current employer:

1) Applications from the candidates working in Government Departments, Public Sector Undertakings and Government Funded institutions must submit No Object Certificate/ Service Certificate (**Annexure-1**) with a clear certificate that the

applicant will be relieved within three months of receipt of appointment order, if selected.

2) All the candidates should upload and produce the NOC/ Service Certificate **(Annexure-1)** from their current employer/ organisation in the prescribed proforma with an unambiguous certificate that (i) no vigilance case is pending/ being contemplated against him/ her (ii) the applicant will be relieved after completion of notice period as per the terms and conditions of his/ her appointment or 3 months whichever is less. For deputation cases time given for joining will be as per the mutual understanding between the Institute and the candidate. The experience claimed in the applications for the current/ previous positions without a proper NOC/ service certificate from the competent authority in the prescribed proforma shall not be given any weightage by mere enclosing the offer letters and the salary slips. Such applications shall summarily be rejected without any further claim and correspondence. No fresh inputs can be considered after submission of the application, whichever is not attached along with the application.

X.   **TA for attending Screening test/ Interview**:

Applicants working in the Central/ State Govt./ Autonomous Organisation/ PSU/ Universities may be reimbursed to & fro rail fare subject to maximum of second sleeper class or actual, whichever is lower, irrespective of the class of journey actually performed, on production of self-attested tickets, in case of outstation candidates only.

XI.   **Online applications:**

1) Submission of online application and uploading of latest colour photograph, specimen signature, scanned copy of statement of marks/ certificates/ degree of educational qualification and service/ experience certificates etc. is mandatory. The candidates are required to produce original certificates/ documents at the time of screening test/ interview, if shortlisted on the basis of information provided in the online application and uploading of documents, failing which the candidate will not be allowed to appear in the screening test/ interview.

2) There is no need for sending hard copy of the application by post after submission of online application and uploading of documents.

3) Candidates are advised to keep a copy of the print-out of the online application form for their record.

4) Any corrigendum/ changes/ updates shall be made available only on the Institute's website: www.iiserb.ac.in. The candidates are strictly advised to keep on watching the Institute's website for any updates.

XII.   **Reasons for rejection of application:**

1) Applications submitted directly through offline mode, without entering through the online mode shall not be entertained under any circumstances.

2) Applications incomplete in any respect and not accompanied by relevant certificate/ documents/ photograph will **summarily be rejected.**

3) Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified, and their candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.

4) The Institute reserves the right to reject any application without assigning any reason whatsoever.

5) The online application without uploading copies of all relevant certificates (both experience and professional qualifications in prescribed proforma) will summarily be rejected.

6) Application not filled correctly, incomplete, without photograph and signature, Degrees not in accordance with the UGC / Govt. of India norms and notifications; and application received after the last date will be rejected.

7) No applications and subsequent appeals for consideration / reconsideration shall be entertained in case of submission of incomplete applications, which are not supported/ uploaded by relevant proof or found with infirmities such as (1) Non-submission of Age proof (2) **Non-submission of Bachelor's and / or Master's degree along-with mark sheets (Degrees should be as approved by the UGC norms and notifications only) (3) Non-submission of Service / Experience certificates in the prescribed proforma along with extracts of PRC in case of IDA scales along-with offer letters and relieving letters** (4) Non-submission of Caste or category certificates in the prescribed proforma along with declarations (5) Non-submission of NOC in the prescribed proforma from authorized signatory (6) Incomplete application with wrong entries or blank entries (7) without uploading photograph and signature (8) Received after the due date (9) Non-submission of proof of other claims (10) Application not in prescribed proforma in offline mode (11) Any other defective application (12) Non-submission of declaration-cum-undertaking in the prescribed proforma (13) Non-payment of communication charges (14) Declaration of Ex-servicemen for age relaxation. (15) **No fresh inputs shall be considered after submission of application and at any later stage**.

8) **Caution / Warning:** Any wrong declarations / mis-representation of facts / wrong claims / submission of forged or fake documents shall render the candidate ineligible for the post applied / selected / appointed, if any. The Institute shall initiate the legal and disciplinary proceedings under the appropriate law for misleading the Institute with wrong declarations, if any. The Institute besides initiating proceedings in the court of law may also lodge a FIR against the candidate giving the wrong declarations in the application or submitting fake degrees / experience certificates under appropriate law. Such candidates will be declared ineligible / debarred from applying against future advertisements.

XIII. Recruitment Methodology:

1) All the positions are filled up through Direct Recruitment against regular positions with initial contract in lieu of separate probation/ tenure / Deputation / Promotion through selection under limited departmental quota of upto 50% vacancies (upto the entry level Group A positions) at each instance, against sanctioned vacancies.

2) If applicants are not available on direct recruitment, the posts may be filled-up on Short-term Contract / Transfer-on-absorption basis, wherever required and advertised so.

3) **Shortlisting at Level -1 for all the posts**

Screening of the applications received will be done by an Institute level committee to shortlist the candidates to be called for screening test/skill test/written test/computer skill test at level -2. At this level, the committee at its own discretion may restrict the maximum number of candidates to be shortlisted for participating in Level-2 screening. However, short-listing may be done duly deciding higher cut-offs to restrict the number of candidates at each level. If the sufficient/enough number of eligible candidates as per advertisement are not available, the committee may go for a relaxed criterion in terms of the age, percentage of marks, and number of years of experience etc. as a class with the prior approval of competent authority in case of repeated advertisement and non-availability of candidates with the prescribed qualifications, experience and training. Therefore, the candidates are advised to apply furnishing all details of qualifications and experience.

The Shortlisting Committee shall devise its own criteria for shortlisting the candidates and optimize the number for inviting them for Screening Test followed by interview. The decision of Shortlisting Committee is final in terms of shortlisting criteria. The shortlisted candidates shall be conveyed by email only for attending the selection process.

In the event of number of applications being large, the shortlisting committee of the Institute will adopt shortlisting criteria to restrict the number of candidates to be called for Screening Test and / or interview to a reasonable number by one or more of the following methods:

(i)   On the basis of higher educational qualifications than the minimum prescribed in the advertisement.
(ii)   On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.
(iii)   On the basis of desirable qualifications and / or desirable experience.
(iv)   By counting experience before and / or after the acquisition of essential qualifications.
(v)   Experience gained in relevant posts under Central Government Educational and Research Institutes on regular basis against sanctioned positions.
(vi)   Rejecting the incomplete applications.
(vii)   By holding a Screening Test of qualifying nature only for shortlisting the candidates.

4) **Methodology for communications with the candidates:**

The shortlisted candidates shall be conveyed on the registered email only for attending the selection process. No written or speed post communications shall be sent separately, and no claims of any kind shall be entertained in this regard. All the correspondence at all the levels shall be made to the registered email only hence no postal communication shall be made at any point of time.

A.   **Selection Procedure for Group 'A' positions:**

Selection by interview only: The shortlisted candidates will be called for screening test (optional, only for shortlisting the candidates without any weightage for interview, in case of large number of applications shortlisted) and / or personal interview before

the selection committee on a given date and time conveying through e-mail only. There will not be any request entertained for change of date of screening test/interview by the individual candidates under any circumstances. The selection committee will make a panel of selected and waitlisted candidates based on performance in the interview on common consensus basis for approval of recommendations by the appointing authority. The results of the interview will be notified to the selected candidates in writing after approval of the competent/appointing authority. No correspondence will be entertained during the process of the selection.

The interview-cum-personal discussion/ presentation by the shortlisted candidates will be the decisive point for selection of the candidate. The selection committee at its own discretion may also arrange for a group discussion of the candidates invited for interviews, besides asking them to make a Power Point Presentation (PPT) before the selection committee. However, the committee may dispense with the Power Point Presentation (PPT) and / or the group discussion, at its own discretion and conduct the interview alone.

The selection committee shall make its recommendations to the Chairperson, Board or Director as the case may be with the names of the selected candidates being arranged in order of merit.

If need be, the selection committee also may draw a waiting list with sufficient number of eligible candidates from each category who may be given the offer of appointment subject to their meeting/ fulfilling all eligibility requirements only in case the selected candidates refuse or fail to join within the stipulated time, which may be upto 6 months in normal circumstances. The waitlist will stand ceased, once all the selected candidates have accepted and joined the positions offered. The waitlist is not a panel of candidates for filling the future vacancies arising out of resignations/ removals/ retirements/ promotions etc. after the interviews/ selections are completed against each advertisement.

The activation of waiting list will not be automatic but subject to approval of the competent authority, as per Institute requirements and valid only for six months from the date of announcement of interview.

B.   Selection Procedure at different independent Levels through shortlisting under "Direct Recruitment on all India basis otherwise than by Open Competition":

1.   Shortlisting of the applications (Level – 1):

The applications received shall be shortlisted by a committee of experts to shortlist the candidates based on the qualifications and experience advertised. Such candidates will be invited for attending a Screening Test of qualifying nature only followed by qualifying / skill / physical standards test for qualifying the people for interview duly shortlisting the candidates, if the number of people to be interviewed is proportionately large, as detailed under the selection process.

2.   Shortlisting at Level – 2

At this level the Institute may conduct computer based descriptive / objective Screening Test **(75% question descriptive and 25% question Objective) /** computer skill tests of qualifying nature only for all candidates shortlisted in Level-1 screening to further shortlist the candidates and bring them on a common platform. However, no weightage shall be passed on to the next level i.e. Level-3. The screening test of any nature would be of qualifying type only and is independent in itself. To ensure availability of required number of candidates from

reserved category (SC/ ST/ OBC(NCL)/ PwD etc.) a relaxed criteria with lower cut-off marks (SC/ST:10%, OBC(NCL)/PwD: 5%) may be applied.

The screening test will be used only for the purpose of optimising the number of candidates attending the interview and the same would be of qualifying nature to short-list at least three people for each position available. If the number of candidates qualifying for the next level after application of the prescribed minimum cut-off criteria for shortlisting the candidates for the next level / final level of interview is more than 1:3 in the optimal ratio, the selection committee may apply higher cut-off over and above the minimum cut-off criteria which shall be proportionately increased for each category to restrict the maximum number of candidates to be called for the next level or the final level of selection i.e. "Interview". If sufficient number of candidates are not available for attending the interview after short-listing at level-2, the selection committee may decide to invite all the people present in the screening test for personal discussion-cum-interview, in order to encourage more participation in the next level / final level of selection process.

The suggested methodology along with suggestive syllabus for computer based descriptive/ objective Screening Test/ Physical Standard Test/ Computer Skill Test of screening nature with minimum cut-off marks for each category may be as follows:

[I]   **Computer based Screening Test of composite nature for drawing a shortlist of candidates for interview:**

S. No	Name of the Test	Suggestive description of contents of Screening Test	Upto a Maximum Marks of	Maximum duration
PART-I				
1	**General Intelligence**	Computer based Objective / Descriptive / Demonstrative test to know the general intelligence of the candidate in : (1) English and / or Hindi, (2) Quantitative Ability, (3) General Studies/ current affairs / G.K., (4) Logical / Verbal Reasoning / Qualitative aptitude, (5) IT / Computer Software and Hardware, (6) Any other relevant area.	**100**	1 Hr. to 3 Hrs. duration per session
2	**Domain Knowledge**	Theoretical Objective / Descriptive / Demonstrative type of Screening Test to assess the theoretical domain knowledge of the candidate in the relevant area specific to the job. **For Example:** (1) Govt. of India Rules for ministerial / administrative jobs.		

S. No	Name of the Test	Suggestive description of contents of Screening Test	Upto a Maximum Marks of	Maximum duration
		(2) Instrumentation / Lab. Systems for scientific jobs / Technical jobs. (3) Civil / Electrical / other areas of Engineering for engineering positions.		
		PART-II (Optional)		
3	Practical / Descriptive domain based Experimental Test	1. Practical / Experimental / Analytical / Model / Prototype Development / Descriptive and domain based.	50	1 Hr. to 3 Hrs. duration per session

[II] Computer / Skill Test for screening purpose without any weightage for assessment:

S. No.	Name of the Test	Suggestive description of contents of Test	Maximum duration
1	Computer Skill Test	Objective / Descriptive / Demonstrative type: 1. General computer processing ability in MS-Office like Word processing, Excel, Power Points Presentation (PPTs) etc., Operating Systems. Both in Hindi and English. 2. Professional software / hardware systems relevant to the post such as CAD / CAM / Lab VIEW / MATLAB / Tally etc. 3. Any other relevant area specific to the post.	1 Hr. to 3 Hrs. duration per session
2	Group Discussion / PPTs [Optional]	Analysis of given problem through Group discussion / PPTs case analysis. The test will be from one or more or from all the above areas, wherever applicable.	
3	Physical Standards Test	Test for Physical Standards as per the requirements of the post, wherever applicable.	

Trade Test is optional, subject to the decision of the selection committee after conducting the screening test. The selection committee at its own discretion may conduct a Trade Test and evaluate the performance in a combined fashion to shortlist the candidates for attending the computer skill test followed by interview. However, computer skill test may be dispensed with, if the Screening Test / Trade Tests are conducted on computer system itself. The marks / Grades obtained in the screening test / trade test / computer skill test at each level shall not be passed on to the next level, since they are meant for shortlisting the candidates through elimination process and optimize the candidates to be interviewed by the selection committee. No claims for giving cumulative weightage for the (a) Higher academic qualifications (b)

Length of experience (c) performance in the preliminary / advanced level screening / trade tests / computer skill tests etc. shall be entertained at any level.

[III]   Indicative Syllabus for all Group A, B & C positions (Descriptive / Objective in Hindi / English):

a) **General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning, etc. the topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, coding & decoding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern-folding & unfolding, Figural Pattern – folding and completion, indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thing, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

b) **General Awareness:** Questions in this component will be aimed at testing the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.

c) **Quantitative aptitude:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage. Ration & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ration, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency, Polygon, Bar diagram & Pie chart.

d) Government of India Rules and Institute's Act / Statutes / Rules.

e) Domain area / trade related subjects as per the area of expertise required.

f) The medium of examination for Screening Test shall be English only. However, in order to test the knowledge of candidate in Hindi, suitable provisions will be made for translation of given texts from Hindi to English and vice-versa. The candidates should answer the questions asked in the respective language only. Example: If the question is devised in

English, the answer should be in English only. In the similar fashion, if the question is devised in Hindi, the answer should be in Hindi only.

IV. The minimum qualifying Criteria:

1) The minimum Cut off percentage in the Composite type of Screening Test mentioned at item No. I above is 50% UR & EWS category, 45% for OBC and 40% for SC/ST. The cut-off for PwD will be as applicable to the respective vertical category such as UR & EWS/ OBC (NCL)/ SC/ ST, as the case may be. Only those securing marks above the minimum cut off percentage of marks shall be eligible for attending the qualifying type of Computer / Skill Test.

2) The screening test will be used only for the purpose of optimising the number of candidates attending the interview and the same would be of qualifying nature to shortlist at least three people for each position available. If the number of candidates qualifying for the next level after application of the prescribed minimum cut-off criteria for shortlisting the candidates for the next level/ final level of interview is more than 1:3 which is beyond the optimal ratio, the selection committee may apply higher cut-off over and above the minimum cut-off criteria which shall be proportionately increased for each category to restrict the maximum number of candidates to be called for the next level or the final level of selection i.e. "Interview".

However, if enough candidates are not available for attending the interview after shortlisting at level-2, as per the optimal ratio suggested i.e. 1:3, the selection committee may decide to invite all the people present in the qualifying test for personal discussion-cum-interview, in order to encourage more participation in the next level / final level of selection process and give one more opportunity to the candidates to attend the interview.

3) Computer Skill Test is of qualifying nature without any weightage for assessment.

4) However, the competent authority may relax the cut-off/ minimum qualifying % for each category of posts based on the requirements of the post and also to ensure availability of sufficient number of candidates, if there is any shortage in any category like UR/ EWS/ OBC(NCL)/ SC/ ST/ PwD etc.

3. Selection by interview only

The 1st Statutes of IISERs which received the assent of the Hon'ble President of India on August 6, 2014 vide Statutes No. 16.10 states that *"The Selection Committee shall examine the credentials of all persons who have applied and may also consider other suitable names suggested, if any, by a member of the Selection Committee or brought otherwise to the notice of the Committee. The Selection Committee may interview any of the candidates, as it thinks fit, and shall, at the discretion of its Chairperson, cause a written test or tests including an oral presentation to be held for all or some of the candidates as the Chairperson may think fit, and shall make its recommendations to the Chairperson, Board or the Director, as the case may be, with the names of the selected candidates being arranged in order of merit."*

Therefore, the screening tests of general nature are only for the purpose of shortlisting the candidates for interview and optional at the discretion of the Selection Committee. The screening tests are purely of qualifying nature without any composite weightage, purely in order to reduce the number of candidates to be invited for the interview based on which selections are made.

Therefore, all the selections are made through the recommendations of the Selection Committee based on performance in interview which is intended to test various aspects of personality quotient, domain knowledge and suitability of the candidates for ready deployment for job/ assignment with relevant experience, following non-availability of long term induction training or job internships or apprenticeship/ probationary training. At all levels the candidates with suitable experience only shall be shortlisted, unlike selection of fresher through competitive exams. Therefore, the selection is termed as "Direct Recruitment on all India basis otherwise than by Open Competition."

The shortlisted candidates from the level 1 and 2, will be called for personal interview before the selection committee on a given date and time conveying in writing through e-mail only. There will not be any request entertained for change of date of screening test/ interview by the individual candidates under any circumstances. The selection committee shall draw a panel of selected and waitlisted candidates based on the performance in the interview on common consensus basis in the order of merit for all Groups A, B & C positions. The results of the interview will be notified in writing to the selected candidates after approval of the competent/ appointing authority. No correspondence will be entertained during the process of the selection.

The interview-cum-personal discussion/presentation by the shortlisted candidates from Level-1 or Level-2 (Optional) will be the decisive point for selection of the candidate. The selection committee at its own discretion may also arrange for a group discussion of the candidates invited for interviews, besides asking them to make a Power Point Presentation (PPT) before the selection committee. However, the committee may dispense with the Power Point Presentation (PPT) and or the group discussion, at its own discretion and conduct the interview alone.

The selection committee shall draw a list of the selected candidates in the order of merit in the interview from each category. If required, the selection committee also may draw a waiting list with sufficient number of eligible candidates from each category who may be given the offer of appointment subject to their meeting/ fulfilling all eligibility requirements only in case the selected candidates refuse or fail to join within the stipulated time, which may be upto 6 months in normal circumstances. The waitlist will stand ceased, once all the selected candidates have accepted and joined the positions offered against the position announced in the advertisement. The waitlist is not a panel of candidates for filling the future vacancies arising out of resignations/ removals/ retirements/ promotions etc. after the interviews / selections are completed against each advertisement.

The activation of waiting list will not be automatic but subject to approval of the competent authority/ as per Institute requirements and valid for 6 months only from the date of interview.

XIV.   **General Terms and Conditions of Service of Permanent Employees:**

The permanent employees of the Institute shall be governed by the following terms and conditions as mentioned in Statutes No. 17:

1.   Every appointment shall be subject to the condition that the appointee is certified as being in sound mental health and is physically fit for service in India by a medical authority nominated by the Board in this behalf.

Provided that the Board may, for sufficient reasons, relax the medical requirements in any particular case or class of cases, subject to such conditions, if any, as may be laid down by the Board.

2. At any time, by giving notice of not less than three months in writing to the appointing authority, an employee may resign from service on the terms and conditions and rules and regulations laid down by the Central Government from time to time for its own employees.

3. Every employee of the Institute shall devote his whole time to the service of the Institute and shall not engage, directly or indirectly, in any trade or business or political party activity or any other work which may interfere with the proper discharge of his duties, other than the academic work and consultative practice undertaken with the prior permission of the Director, and/or in accordance with the procedures laid down by the Board from time to time in this behalf.

4. The appointing authority shall have the power to terminate the services of any member of the staff without notice and without any cause assigned thereto during the period of probation.

5. The appointing authority shall have the power to retire or terminate the services of any member of the staff by giving three months' notice or on payment of three months' salary in lieu thereof, if certified on medical grounds, by the medical authority nominated by the Board, his retention in service is considered not viable or undesirable by such appointing authority.

6. The appointing authority shall have the right to retire the employee before superannuation as premature retirement in accordance with the provisions of Central Civil Services (Retirement) Rules, as applicable to the Central Government employees from time to time.

7. An employee may retire from services on account of any bodily or mental infirmity that permanently incapacitates him from service subject to the following conditions, namely:-

   i. The employee shall submit his application through proper channel and produce a medical certificate from medical authority as may be specified by the Board in this behalf;
   ii. Provided that the medical report issued by the medical authority shall not be later than the date of retirement.

8. The Board shall have the power to terminate the services of any member of the staff on grounds of retrenchment or economy by giving to the person concerned six months' notice in writing or on payment of six months' salary in lieu thereof.

9. An employee of the Institute may terminate his engagement by giving the appointing authority three months' notice;

   Provided that the appointing authority may for sufficient reasons, either reduce this period or call upon the employee concerned to continue till the end of the academic session in which the notice is received.

10. The employees of the Institute shall be entitled to travelling and daily allowances as per their entitlement as specified by the Central Government or Board.

11. The employees of the Institute shall be entitled to reimbursement of medical expenses incurred on themselves and their dependents in accordance with the Central Civil Services (Medical Attendance) Rules, 1944 and as per the special provisions, schemes for medical insurance, recognition of medical service providers and as per the rates as approved by the Board of Governors from time to time.

12. The employees of the Institute shall be governed by the Conduct Rules as framed under these Statutes, in addition to the conduct rules specified under Central Civil Services (Conduct) Rules, 1964 as laid down by the Central Government for its employees from time to time.

13. The above posts are as per the Central Government pay scale and carry allowances like House Rent, Transport, and Children's Education as admissible to Central Government employees of the respective scale posted in Bhopal. The employees are covered by New Pension Scheme of Govt. of India and will be eligible for other benefits like Medical, LTC, etc. as per the Institute norms.

14. Retirement age will be as per Govt. of India rules. Presently, the age of superannuation for non-teaching positions is 60 years and 62 years for the post of Registrar.

15. The employee has to perform such duties as may be assigned to him/her by the Head of the Department or any other competent authority.

16. An employee of IISER Bhopal cannot contract plural marriage without the prior approval of the competent authority. A declaration in this respect may, therefore, has to be given to the Institute on selection. In case of violation, the Institute reserves the right to withdraw the offer of appointment.

17. The employee may be posted at any department/ Section/ Location of this Institute with the approval of the competent authority.

18. All the appointments will be made on provisional basis and shall be subject to production of certificates in original related to caste/ academic qualifications/ experience/ Income & Asset certificate and other credentials for verification through proper channels. If the verification reveals that the claims of the candidate on reserved category/ PwD category, academic qualifications, experience and other credentials are false, the services of such candidates will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.

19. The employee will be required to produce in original, a relieving certificate from the present employer/ HOD. The employee will also have to submit attested copies of all marksheets and certificates (including SC/ ST/ OBC(NCL)/ EWS/ PwD/ Ex-servicemen, if applicable) along with originals for verification at the time of joining. In case the appointment is against a reserved vacancy, the appointment is subject to verification of the caste certificate along with other relevant certificates produced by the employee in support of his/ her claim. In case of any discrepancy in the qualifications, certificates and experience claimed by the employee, the appointment is liable to be terminated and suitable disciplinary proceedings will be initiated against the employee.

XV. **General Terms and Conditions of Service of Temporary Employees:**

The temporary employees of the Institute shall be governed by the following terms and conditions as mentioned in Statutes No. 19:

1. The services of a temporary employee shall be liable to termination at any time by notice in writing given either by the employee to the appointing authority, or by the appointing authority to the employee. The period of such notice shall be one month, unless otherwise agreed to by the Institute and the Employee.

2. The other terms and conditions of service of such employee shall be such as may be specified by the appointing authority in his letter of appointment.

3. All the temporary employees of the Institute shall be governed by the Central Civil Services (Temporary Service) Rules, 1965 as amended by Central Government from time to time in addition to the rules as laid down by the Board of Governors of the Institute.

XVI. **Transferability:**

All the employees of the Institute whether permanent / temporary, are subject to be posted in any department / disciplines / schools whether on the same permanent campus or off the campus. Presently, the Institute has its permanent campus located at Bhauri, Bhopal which is the Head Quarters for all the employees for all purposes. However, the Institute, based on the need may station / post the employees anywhere in India / abroad on Government of India mission, on short term / long term deputation basis. In future if the Institute is asked by the Government of India to open Extension Centres / Outreach Centres / International Collaboration Centres / Customs Clearance Counters / Off campus units etc., the employees may be deputed to work at those places, treating such places as their temporary Head Quarters.

In order to equip and train the supporting staff members capable of working in multi-tasking environment including handling national and international level programmes and activities and work at such places beyond the permanent Head Quarters, the employees are subject to transfer as per the Institute policies. For instance, the employees of IIT Kharagpur are liable to be posted at its extension centres in Bhubaneswar and Kolkata. The employees of IIT Bombay were posted at IIT Gandhinagar, Transit Campus for mentoring purpose temporarily. The employees of IIIT Allahabad may be posted at its Amethi extension centre, etc.

XVII. **Nationality / Citizenship:** A candidate must be either (i) a citizen of India, OR (ii) a subject of Nepal, OR (iii) subject of Bhutan, OR (iv) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, OR (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/ interview conducted by the Institute but on final selection the offer of

appointment may be given only after the necessary eligibility certificate has been issued to him/her by the Government of India.

XVIII. **Travelling Allowance for joining the post:** No joining time pay or travelling allowance will be allowed on joining the post or on leaving the service of IISER Bhopal. However, the Institute may admit the claim for reimbursement of TA for self and family and cost of transportation of the personal effects as per Govt. of India Rules, in case of Joining the Institute on Deputation/ Technical resignation/ Permanent absorption etc. from Central/ State Govt. or Autonomous Organisations / Govt. Organisations, in eligible cases only.

XIX. **Record Retention Schedule**

1. Record Retention Schedule for Answer Sheets: 6 months from the conclusion of the screening test or 45 days from the declaration of result, whichever is later (Ref: UPSC).
2. Record Retention Schedule for Applications (Ref: UPSC):
   (a) 6 months: Applications of candidates who were not shortlisted and those who could not qualify the screening test for selection posts, after declaring the results of screening tests.
   (b) 3 years: Applications of candidates who qualified the screening test but did not qualify finally in the interview.
   (c) Selected candidates: 3 years after payment of terminal dues / Pension.

XX. **Other terms and conditions:**

1. **Document Verification:** All candidates are required to come for document verification before the interview. Those failing to do so will not be considered for interview/ final selection. Candidates are also required to submit all documents in original for verification at the time of document verification, before the interview.

2. No interim enquiries/correspondence/communication of any sort will be entertained on the matter of recruitment by the applicants.

3. The Institute reserves the right to revise/ reschedule/ cancel/ suspend the recruitment process without assigning any reason. The decision of the Institute shall be final, and no appeal shall be entertained.

4. The Institute has right to not to fill the vacancy/ vacancies and no correspondence in this regard will be entertained. The Institute shall endeavour to complete the process of recruitment within 6 months from the date of advertisement, failing which a fresh advertisement shall be released for the unfinished portion. The candidates should always submit a fresh application again, duly paying the nominal fee again. The communication charges once paid shall not be refunded under any circumstances, which is very nominal and collected for the purpose of communication and wider publicity.

5. Canvassing in any form and/or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.

6. Depending on Institute requirements from time to time, the vacancies will be filled up in different timeslots.

7. Against the sanctioned Pay Level/ Pay Band/ Grade Pay/ Posts equivalent positions may be filled from a different cadre/post or a lower position in the same cadre/ post, with the approval of the Director.

8. The Institute reserves the right to withdraw any advertised post(s) at any time without giving any reason. The number of vacancies may change. Any consequential vacancy arising subsequent to the advertisement and upto the date of interview may also be filled during the interview.

9. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Bhopal/ Jabalpur (M.P.) and courts/ tribunals/ forums at Bhopal/ Jabalpur (M.P.) only shall have sole and exclusive jurisdiction to trial any such cause/ dispute. However, the candidate before resorting to any legal procedure should serve a notice on the Institute and check the Institute website about the caveat filed in the Hon'ble High Court of Madhya Pradesh, with a request to hear the version of the Institute before passing any directives in this regard. This particular condition of the advertisement shall be treated as advance notice on the pending/ filed caveats in the High Court of Madhya Pradesh related to the employment advertisement(s) released by Institute.

10. The date of determining the eligibility of all candidates in every respect shall be the normal closing date for online submission of applications.

11. Success in the examination confers no right of appointment unless the Institute is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/ post.

12. The candidates applying for the examination should ensure that they fulfil all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by the IISER Bhopal.

13. Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as Institute may require before joining the Institute service.

14. All the appointments are subject to verification of caste certificates, credentials, academic qualifications, experience, conduct, medical fitness followed by police verification of the selected candidates. During the period of Institute service, if the Institute, on its verification, finds any discrepancy in the claims made by the candidate, besides departmental proceedings, suitable legal action shall also be initiated as per Government of India Rules.

15. The competent authority reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise for any/all the posts at any stage.

16. The decision of the competent authority regarding conduct of examination, interview, verification of documents and selection would be final and binding on all candidates. No representation / correspondence will be entertained in this regard.

17. **Photographs:** Upload recent (not earlier than three months from the date of application) colour passport size photograph with clear front view of the candidate without cap, scarf and sunglasses should be uploaded. Candidate may note that Institute can reject the candidature at any stage for uploading old/unclear photograph on the application and actual physical appearance of the candidate.

18. Candidates must carry at least one photo bearing Identity Proof in original such as Driving Licence, Voter Card, Aadhaar Card, Identity Card issued by University / College, Income Tax Pan Card to the examination center, failing which they shall not be allowed to appear for the examination.

19. No educational qualification shall be considered unless supported by Bachelor's / Master's Degree Certificate or Provisional Degree Certificate along with marksheets. Only a grade card / marksheet will not be treated as proof of eligibility of the Degree, unless it specifically and unconditionally indicates that the student is eligible for award of degree.

20. Experience Certificate from employer must mention Pay Level / Pay Scale / PB & GP, Duration, Post and all other work experience related details which candidate has claimed in his/her application. It is the responsibility of the candidate to provide conclusive documentary proof(s) in support of experience claimed without which no weightage shall be given.

21. The applicants shall have to upload the hierarchy and list of pay scales, the equivalence factor in terms of 6th/ 7th CPC and Central Govt. hierarchy duly certified by the employer, in case the applicant is not working in 6th/ 7th CPC structure under Govt. of India for extension of any benefit of equivalence on par with 7th CPC structure. Without the equivalence certificate no claims of the applicant shall be considered under any circumstances.

22. Candidates will be considered only for those posts applied for.

23. Candidates seeking reservation under SC/ ST/ OBC(NCL)/ EWS/ PWD/ Ex-Servicemen category are required to submit certificate in the prescribed format **(Annexure(s)-3 to 6 respectively).**

24. In case of any inadvertent mistake in process of the selection which may be detected at any stage, the Institute reserves the rights to modify/ withdraw/ cancel any communication made to the candidate(s).

25. **General Instruction to be complied by the candidates in the written examination:** In the question papers, wherever necessary, the Metric systems of weights and measures will only be used. Candidates are not permitted to use calculators and other electronic gadgets. They should not, therefore, bring the same inside the Examination Premises/ Venue.

    If any candidate is found to possess mobile phone or any other means of wireless communication, in working or switched off mode, his/ her candidature shall be cancelled forthwith and he/ she will be debarred from the IISER Bhopal examination for a period of three years or more.

26. **Action against candidates found guilty of misconduct:**

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or upload a tampered/ fabricated document. If there is any inaccuracy or any discrepancy, in filling OMR Sheet, they will not be evaluated.

Without prejudice to criminal action/ debarment from IISER Bhopal examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following:

(i) Making wrong declarations and giving mis-interpretation of the facts in the application.

(ii) In possession of mobile phone & accessories and other electronic gadgets within the premises of the examination centers, whether in use or in switched off mode and on person or otherwise.

(iii) Involved in malpractices.

(iv) Using unfair means in the examination hall.

(v) Obtaining support for his/her candidature by any means.

(vi) Impersonate/ Procuring impersonation by any person.

(vii) Submitting fabricated documents or documents which have been tampered with.

(viii) Making statements which are incorrect or false or suppressing material information.

(ix) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.

(x) Misbehaving in any manner in the examination hall with the Supervisor, Invigilator or IISER Bhopal representatives.

(xi) Taking away the Answer Sheet with him/her from the examination hall or passing it on to unauthorized persons during the conduct of the examination.

(xii) Intimidating or causing bodily harm to the staff employed by the IISER Bhopal for the conduct of examination.

(xiii) Being ineligible for the examination by not fulfilling the eligibility conditions mentioned in the notice.

(xiv) Candidature can also be cancelled at any stage of the recruitment for any other ground which the IISER Bhopal considers to be sufficient cause for cancellation of candidature.

27. **IISER Bhopal's decision final:** The decision of the IISER Bhopal in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centers, selection and allotment of posts/ organizations to selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

28. In case of any dispute arises on account of interpretation in version other than English, English version will prevail.

XXI. **Terms and conditions for Persons with benchmark Disabilities (PwD) as per the Rights of Persons with Disabilities Act, 2016, December 27, 2016**

1. Definition of Persons with benchmark Disabilities (PwD) as per section 34 (1) of the Act:

(a) Blindness and low vision

(b) Deaf and hard hearing

(c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victim and muscular dystrophy

(d) Autism, intellectual disability, specific learning disability and mental illness.

(e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disability.

Question Papers and Answer Sheets will not be provided in BRAILLE. Visually handicapped, including blind and partially blind, candidates with visual disability of forty percent and above may bring their own TAYLOR FRAME AND BRAILLE SLATE WITH PAPER for solving Arithmetical problems. No attendant of VH/Cerebral Palsy candidates will be allowed inside the examination premises.

Provision of Compensatory Time: The Visually Handicapped candidates and candidates suffering from Cerebral Palsy will be allowed compensatory Time in the Examination.

2. **Degree of Disability for reservation:**

Only such persons would be eligible for reservation who suffers from not less than 40 per cent of relevant disability. Candidates have to submit a Disability Certificate issued by Medical Board constituted either by Central or State Government is only acceptable.

3. **Authority competent to issue disability certificate:** The competent authority to issue Disability Certificate shall be a Medical Board constituted either by Central or State Government is only acceptable.

4. In case of vacancies in posts identified suitable to be held by person with disabilities, it shall be indicated that the post identified for persons with disabilities, suffering from blindness or low vision; hearing impairment; and/ or loco-motor disability or cerebral palsy, as the case may be, and that the persons with disabilities belonging to the category/ categories for which the post is identified shall be allowed to apply even if no vacancies are reserved for them. Such candidate will be considered for selection for appointment to the post by general standards of merit.

XXII **Caution / Warning:** The candidate should check and ensure that all the entries are properly filled before submitting online application. The application without uploading of following enclosures shall stand rejected automatically for want of required proof for the claims made in the application by the candidate. No weightage shall be given for the qualifications and experience claimed by the candidate without uploading the proof in the given proforma. Candidates cannot upload the proof at a later date and no new inputs other than those mentioned in the applications can be considered by the screening committee. The committee shall depend on the proof submitted by the applicant with the online application. No correspondence shall be entertained wherever there is no supporting document submitted. The applicant should understand that the burden of providing the original documents of uploaded documents is the complete responsibility of the candidate only, failing which, the same shall be considered as a false claim, making the candidate liable for prosecution for the false claims and declarations.

Applicant, dismissed from any Govt. or Private employment within the country or outside the country on account of false declaration/ criminal charges/ domestic violence/ sexual harassment charges/ violence of rules, theft etc. are not eligible for applying for employment in the institute. Any wrong declaration to that extent are suppression of fact shall be a subject matter of legal action.

The following are the annexures required to be upload with the online application failing which the application shall not be evaluated and stands summarily rejected:

1. A colour photograph and signature.
2. 10th Standard Mark-Sheet and Certificate.
3. 12th Standard Mark-Sheet and Certificate.
4. Graduation Mark-Sheets for all years.
5. Graduation Provisional or Original Degree certificate.
6. Master's Degree, Mark-Sheets for all semesters.
7. Master's Degree, Provisional or Original Degree certificate.
8. Service-cum-NOC Certificate for the current employment in original issued by cadre controlling / personnel officer in the prescribed proforma only. **(Annexure No. 1)**
9. Service Certificate for all the previous employments, issued by cadre controlling authority / personnel officer in the prescribed proforma or consisting of all the designations, pay-scales, type of employment and all other details mentioned in the proforma, alongwith offer and discharge letters.
10. 6th / 7th CPC Equivalence certificate in case of IDA pay-scales of PSUs / Banks / Autonomous Bodies other than those following the 6th / 7th CPC structure, in the prescribed proforma in original, issued by corporate cadre controlling/ corporate personnel officer of the organisation in the prescribed proforma only along-with Pay Revision Commission document / extracts to claim equivalence with 6th CPC or 7th CPC structure as on 01/01/2006 and 01/01/2016. (The Non CDA pay scales shall not be considered equivalent to Central Govt. Pay Scales unless a certificate is enclosed in the given proforma). No self-certification or certification by local controlling officer other than the corporate personnel officer, shall be valid. **(Annexure No.2)**
11. EWS and OBC (NCL) certificate issued in the current or previous Financial Year only. SC/ ST/ PwD/ Ex-Servicemen and all other category certificate in prescribed proforma. **(Annexure No. 3)**
12. Undertaking/ Declaration in the prescribed proforma as per **Annexure No. 4**.
13. Ex-Servicemen candidates seeking age relaxation should submit certificate of employment in the prescribed proforma as per **Annexure No. 5**.
14. OBC (NCL) candidates should submit an undertaking as per **Annexure No.6**.

XXIII HOW TO APPLY:

Interested candidates may visit the Institute's website and submit online application through Institute's website **www.iiserb.ac.in/staffvacancies** before **30/10/2020**, 1700 Hrs (IST).

No hard copy of the application shall be considered. For any queries on submission of online applications please contact the Recruitment Cell at +91-755-2692406: Email: "Recruitment Cell" recruitmentcell@iiserb.ac.in. For any technical queries regarding filling/ submission of online application may please contract at +91-755-2692413

Bhopal

Date: **01/10/2020**

उप निदेशक

Deputy Director IISER Bhopal
Bhopal Bypass Road, Bhauri
Bhopal-462 066