



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल

Indian Institute of Science Education and Research Bhopal

भोपाल बायपास रोड, भौरी, भोपाल /Bhopal Bypass Road, Bhauri, Bhopal, M.P.-462066

Advt. No.: NT-01/2024

Date: 18.10.2024

Recruitment for Non-Teaching Positions on Direct Recruitment / Deputation / Short-Term Contract

The Indian Institute of Science Education and Research Bhopal, an Institute of National Importance, established by the Ministry of Education, Govt. of India is committed to foster quality Education and Research. The Institute is looking for dedicated and committed citizens of India to fill up the following vacancies on Direct Recruitment / Deputation (with a provision for subsequent absorption) / Short-Term Contract.

Details of vacancies:

S. No.	Name of the post(s)	Pay Level	Group	No. of Vacancies						PwBD#
				SC	ST	OBC (NCL)	UR	EWS	Total	
1.	Deputy Registrar	12	A	-	-	-	1	-	1	2-PwBD [Sub-categories: a & b]
2.	Deputy Librarian	12	A	-	-	-	1	-	1	
3.	Executive Engineer (Civil/Electrical)	11	A	-	-	-	1	-	1	
4.	Assistant Registrar	10	A	-	-	-	-	1	1	
5.	Sports Officer	10	A	-	-	-	1	-	1	
6.	Medical Officer	10	A	-	-	1	-	-	1	
7.	Senior Superintendent	7	B	-	-	1	-	-	1	2-PwBD [Sub-categories: a & b]
8.	Physical Education Instructor	7	B	-	-	-	1	-	1	
9.	Counselling Superintendent	7	B	-	-	-	1	-	1	
10.	Junior Engineer (Civil)	6	B	1	-	-	-	-	1	
11.	Junior Library Superintendent	6	B	-	-	-	1	-	1	
12.	Junior Technical Assistant	5	C	-	-	-	-	1	1	1-PwBD [Sub-categories: b]
13.	Junior Office Assistant (MS)	4	C	-	-	-	1	-	1	
14.	Junior Assistant (MS)	3	C	1	-	1	5	-	7	
15.	Lab Assistant	3	C	1	1	-	4	-	6	
16.	Attendant	1	C	1	-	-	4	-	5	
Total:				4	1	3	21	2	31	

#PwBD: The candidature of PwBD will be considered as per the rules. However, preference will be given to PwBD candidates falling under SC/ ST/ OBC (NCL)/ EWS/ UR categories.

For full advertisement with details of qualifications, experience etc. as per Uniform Recruitment Rules of IISERs (**Part-A**), General Terms and Conditions (**Part-B**) and submission of application through online mode, please visit the Institute's website (Recruitment portal) http://iiserb.ac.in/join_iiserb.

Important Dates

Opening date for submission of online application:	Date: 18.10.2024
Last Date & Time of closing of Registration and submission of online application	Date: 11.11.2024
Last date of receipt of applications at IISER, Bhopal (Hard Copy)	Date:18.11.2024 by 5:00 P.M.
The crucial date for determining age/qualification/experience	Date: 11.11.2024

Note:

Any corrigendum/changes/updates shall be made available only on the Institute's website (Recruitment portal) http://iiserb.ac.in/join_iiserb. The candidates are advised to check the website on a regular basis for updates, if any.

REGISTRAR (I/C)

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

1. Deputy Registrar	
No. of Vacancy	UR-01
Pay Level	Pay Level-12 (as per 7 th CPC)
Age Limit	50 years
Qualification	Essential: Master's degree with at least 55% marks or an equivalent grade in a point scale. Desirable: 1. PG Degree/Diploma in Management / HR / Finance / Materials / Computer Applications / Engineering / Law. 2. A Chartered Accountant / Cost Accountant / MBA (Finance) degree for the post of Deputy Registrar (Finance and Accounts or Internal Audit).
Experience	Essential: 5 years administrative experience as Assistant Registrar in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400) or equivalent post in Government / Government Research Establishments / Universities / Statutory Organizations / Government Organizations of high repute. Desirable: Experience in handling computerized administration / legal / financial / established matters.
2. Deputy Librarian	
No. of Vacancy	UR-01
Pay Level	Pay Level-12 (as per 7 th CPC)
Age Limit	50 years
Qualification and Experience:	1. A Master's Degree in Library Science / Information Science / Documentation Science with at least 55% marks or an equivalent grade in a point - scale wherever the grading system is followed. 2. A Ph.D. Degree in library science / information science / documentation / archives and manuscript-keeping. 3. Evidence of innovative library services, including the integration of ICT in a library. 4. At least 8 years as Assistant Librarian (Acad. Pay Level- 10), (should have gained experience for at least 2 years in Acad. Pay Level-11), in the Library of any Higher Education Institute / University, Educational Institute of National importance, or any other large Scientific or Technical Institute Library.
3. Executive Engineer (Civil/Electrical)	
No. of Vacancy	UR-01
Pay Level	Pay Level-11 (as per 7 th CPC)
Age Limit	50 years
Qualification	Essential: First-class Bachelor's degree in Civil / Electrical Engineering from a recognized University / Institute. Desirable: 1. Master's Degree in Construction Management / Structural Engineering / Civil Engineering / Electrical Engineering / Environmental Engineering / Architecture or equivalent.

	2. Knowledge of Computer-aided Design (CAD) and the latest Management Technology / other relevant software.
Experience	10 years of 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 etc., dealing in construction of building projects as per Govt. / CPWD norms
4. Assistant Registrar	
No. of Vacancy	EWS-01
Pay Level	Pay Level-10 (as per 7 th CPC)
Age Limit	40 years
Qualification	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: 1. PG Degree/Diploma in Management / HR / Finance / Materials / Computer Applications / Engineering / Law. 2. A Chartered Accountant / Cost Accountant / MBA (Finance) degree for the post of Assistant Registrar (Finance and Accounts or Internal Audit).
Experience	Essential: Five years of experience in Pay Level-7 or above OR 7 years of experience at Pay Level-6 or above as Superintendent / Section Officer / Private Secretary or equivalent post in handling Administrative/ Finance & Accounting / Academic / Legal / Statutory / Audit / Stores & Purchase / Establishment matters in Central / State Government / Central / State funded Educational Institutes / Govt. Universities / Comparable Research Establishment and other Institutions of Higher Education. Desirable: Experience in handling automation and ERP systems.
5. Sports Officer	
No. of Vacancy	UR-01
Pay Level	Pay Level-10 (as per 7 th CPC)
Age Limit	40 years
Qualification	1. A Master's Degree in Physical Education and Sports or Sports Science with first class (or an equivalent grade in a point-scale, wherever the grading system is followed). 2. Qualifying in the National level test conducted for the purpose by the UGC or any other agency approved by the UGC, OR Diploma in coaching from National Institute of Sports or from any equivalent Institute. 3. Should qualify in the physical fitness test in accordance with the relevant Regulations of UGC as part of selection process. Physical Fitness Test Norms: i. 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."

	<p>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.</p> <p>iii. On the production of such certificate mentioned in sub-clause 2 above, the candidate would be required to undertake the physical fitness test in accordance with the relevant Regulations of UGC.</p>
Experience	<ol style="list-style-type: none"> 5 years of experience in a Central / State Educational Institutes / Organizations of repute. Should have demonstrated meritorious performance in National or International level events for at least 3 times in the past 5 years. Record of having represented the university / college at the inter- university / inter-collegiate competitions or the State and / or national championships. Evidence of organizing competitions and conducting coaching camps of at least two weeks duration. Evidence of having produced good performance of teams / athletes for competitions like state / national / inter-university / combined university, etc.
6. Medical Officer	
No. of Vacancy	OBC (NCL)-01
Pay Level	Pay Level-10 + NPA (as per 7 th CPC)
Age Limit	40 years
Qualification	<p>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.</p> <p>Desirable: Post Graduate qualification, preferably MD, in General medicine, or equivalent qualification included in any one of the Schedule of the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register.</p> <p style="text-align: center;">OR</p> <p>M.D. (Psychiatry) / DNB (Psychiatry) / MD Medicine / Cardiology</p> <p style="text-align: center;">OR</p> <p>Post-graduate diploma in an appropriate branch of Medicine.</p>
Experience	<p>Essential: At least 5 years of post-qualification experience, after completing compulsory rotating intern, in a recognized large / multi-specialty hospital of good repute.</p> <p>Desirable: 10 years' experience after completing Internship out of which a minimum of 2-3 years' experience in an established hospital /health centre / dispensary, attached to Institutions/ public sector units.</p> <p>Note:</p> <ol style="list-style-type: none"> <i>The Medical qualifications possessed by the candidates should have the recognition of the Medical Council of India.</i> <i>Completion of compulsory Rotating internship Certificate, Registration Certificate, an official document showing name of College / Institution from where degree / Diploma has been done and official document showing name of the institution from where experience has been gained are required.</i>

7. Senior Superintendent	
No. of Vacancy	OBC (NCL)-01
Pay Level	Pay Level-7 (as per 7 th CPC)
Age Limit	38 years
Qualification	<p>Essential: Master's Degree in any discipline with at least 50% marks or its equivalent grade.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. MBA in HR / Finance / Materials etc. 2. Degree in Law. 3. PG Diploma in HR / Finance / Materials / Computer Applications etc.
Experience	<p>Essential: At least 5 years of experience in Pay Level-6 or above as Junior Superintendent or equivalent post in handling Administrative / Finance & Accounting / Academic / Legal / Statutory / Audit / Stores & Purchase / Establishment matters in Central / State Government / Central / State funded Educational Institutes / Govt. Universities / Comparable Research Establishment and other Institution of Higher Education.</p> <p>Desirable: 5 years working experience on regular basis with relevant experience in one or more of the following areas:</p> <ol style="list-style-type: none"> 1. Internal Audit: Cost & accounts audit Work accounts & audit 2. Finance & Accounts / R & D Grant Management: Experience in Grant Management Financial Budgeting / Accounting / Annual Accounts preparation and handling R&D Project through Automation etc. 3. Stores & Purchase: Materials Management and Import procedures. 4. General Administration & Establishment Matters: Administrative matters including Establishments (Teaching and Non-Teaching), Recruitments, Legal Matters, Public relations, Coordination, Outsource Contract Management, Facilities / Estate Management, Security / Transport Services etc. 5. Academic Affairs & Students' Affairs: Academic matters such as conduct of examinations, maintenance of students' records and students' welfare management. 6. Working experience in Hindi: Suitable work experience in Hindi Translation / Typing / Stenography in discharging duties in Rajbhasha Cell will be an added advantage.
8. Physical Education Instructor	
No. of Vacancy	UR-01
Pay Level	Pay Level-7 (as per 7 th CPC)
Age Limit	38 years
Qualification	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Master's Degree in Physical Education and Sports or Sports Science with first class or 50% (or an equivalent grade in a point- scale, wherever the grading system is followed). 2. Diploma in coaching from NIS or from any equivalent Institute. 3. Should qualify in the physical fitness test in accordance with the relevant Regulations of UGC as part of selection process.

	<p>Physical Fitness Test Norms:</p> <ol style="list-style-type: none"> 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.” 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. 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	<ol style="list-style-type: none"> 5 years of experience in a Central / State Educational Institutes / Organizations of repute. Should have demonstrated meritorious performance in National or International level events for at least 2 times in the past 4 years. Record of having represented the university / college at the inter- university / inter-collegiate competitions or the State and / or national championships. Evidence of organizing competitions and conducting coaching camps of at least two weeks duration. Evidence of having produced good performance of team / athletes for competitions like state / national / inter-university / combined university, etc.
9. Counselling Superintendent	
No. of Vacancy	UR-01
Pay Level	Pay Level-7 (as per 7 th CPC)
Age Limit	40 years
Qualification	<p>Essential: Master's Degree (with 50%) in psychology (Clinical or Counselling) or Social Work (Medical & Psychiatric) with practical experience.</p> <p>Desirable:</p> <ol style="list-style-type: none"> An additional qualification in Mental Health and Counselling. Knowledge of Yogic and Traditional Healing Therapies. Adequate experience in counselling of UG/PG level students.
Experience	<p>Essential: 5 years' experience in counselling students with regard to their academic and psychosocial and emotional issues in any reputed academic Institute or a reputed organization</p> <p><u>Skills Desirable:</u></p> <ol style="list-style-type: none"> Ability to train groups of Students on Academic Stress Management, Decision Making Time Management, Goal Development, Career, etc. Expertise in managing Social Media and other contemporary technologies for conducting counselling outreach activities amongst the student community. 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. 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.

	<p>5. Conduct regular Q & A sessions in the hostels to help them cope with various issues (either on web-forum or to an individual).</p> <p>6. Act as a referral to the administration or hospital.</p> <p>7. Interact and interface with the mentoring and hostel student administration systems that are in place to develop lines of communication with the students.</p>
10. Junior Engineer (Civil)	
No. of Vacancy	SC-01
Pay Level	Pay Level-6 (as per 7 th CPC)
Age Limit	35 years
Essential Qualification and Experience:	<p>Bachelor's Degree in Civil Engineering with first class from a recognized University /Institute.</p> <p>With at least 5 years of field experience in civil works of construction/ maintenance of building projects preferably in organizations / firms dealing with works as per CPWD / PWD / Govt. norms.</p> <p style="text-align: center;">OR</p> <p>Diploma in Civil Engineering with first class from a recognized University / Institute.</p> <p>With at least 8 years of field experience in civil works of construction/ maintenance of building projects preferably in organizations/ firms dealing with works as per CPWD/ PWD/ Govt. norms.</p>
Desirable Qualification and Experience:	<p>1. Master's Degree in Construction Management / Structural Engineering / Civil Engineering / Environmental Engineering or equivalent.</p> <p>2. Familiarity in drafting skills by adopting latest Auto CAD packages.</p> <p>3. Working experience in Central / State Govt. / Semi-Govt. / PSU / Govt. Autonomous organizations / Govt. Universities / Govt. Institutes of National importance on regular basis.</p>
11. Junior Library Superintendent	
No. of Vacancy	UR-01
Pay Level	Pay Level-6 (as per 7 th CPC)
Age Limit	35 years
Qualification	<p>Essential: Master's Degree in library science / Library and Information Science with 55% marks from a recognized University.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Library Science / Library and Information Science with first class from a recognized University.</p> <p>Desirable: Diploma / Certificate in Computer Application / Digital Library Management / Library Automation from a recognized Institute or enough working experience in Library Digitization and Library Networking.</p>
Experience	<p>Essential: 5 years of experience in the field of Library & Information Science in Digital Library Management / Library Automation and Library Networking in Central / State Govt. / Semi- Govt. / Govt. Autonomous organizations / Govt. Universities / Institutions of Higher Education</p>
12. Junior Technical Assistant	
No. of Vacancy	EWS-01
Pay Level	Pay Level 5 (as per 7 th CPC)
Age Limit	33 years
Qualification	Bachelor's Degree in Science / Technology / Engineering in relevant field with at least 55% marks.

Experience	5 years relevant experience in a laboratory / Academic / Research / Establishments of National / International Repute in handling scientific equipment related to the laboratories of Biological Sciences / Veterinary Sciences/ Chemistry / Physics / Earth & Environmental Sciences / Computer Sciences / Electrical Engineering / Data Sciences / Chemical Engineering / Chemical Effluents treatment labs, Virtual classroom / Computer Networking and IT / E-Classroom / Audio Visual equipment/CCTV Networking etc.
13. Junior Office Assistant (MS)	
No. of Vacancy	UR-01
Pay Level	Pay Level-4 (as per 7 th CPC)
Age Limit	33 years
Qualification	Bachelor's Degree with 50% in any discipline with excellent computer proficiency in Office Applications like Word, Excel, Power Point etc.
Experience	<p>Essential: 4 years relevant experience in office environment.</p> <p>Desirable: Experience in handling Administrative / Finance & Accounting / Academic / Legal / Statutory / Audit / Stores & Purchase / Establishment matters in Central / State Government / Central / State funded Educational Institutes / Govt. Universities / Comparable Research Establishment and other Institution of Higher Education.</p>
14. Junior Assistant (MS)	
No. of Vacancy	UR-05, OBC (NCL)-01 & SC-01
Pay Level	Pay Level-3 (as per 7 th CPC)
Age Limit	30 years
Qualification	<p>Essential: Bachelor's Degree with 50% of marks in any discipline with excellent computer proficiency in Office Applications like Word, Excel, Power Point etc.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 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	<p>Essential: 3-years of relevant experience in office practices / hospitality and catering services.</p> <p>Desirable: Experience in handling Administrative / Finance & Accounting / Academic / Legal / Statutory / Audit / Stores & Purchase / Establishment matters in Central / State Government / Central / State funded Educational Institutes / Govt. Universities / Comparable Research Establishment and other Institution of Higher Education.</p>
15. Lab Assistant	
No. of Vacancy	UR-04, SC-01 & ST-01
Pay Level	Pay Level-3 (as per 7 th CPC)
Age Limit	30 years
Qualification	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: 3 years relevant experience in handling Laboratory equipment and experiments.
16. Attendant	
No. of Vacancy	UR-04 & SC-01
Pay Level	Pay Level-1 (as per 7 th CPC)
Age Limit	32 years
Qualification	Matriculation or three-year Diploma from a recognized University / Institute in a relevant field.
Experience	<p>Essential: 3 years of relevant experience in a laboratory / Academic / Research / Establishments of National & International Repute in handling scientific equipment related to the laboratories of Biological Sciences / Veterinary Sciences / Chemistry /Physics/ Earth & Environmental Sciences / Computer Sciences / Electrical Engineering / Data Sciences / Chemical Engineering / Chemical Effluents treatment labs, Virtual classroom / Computer Networking and IT / E-Classroom / Audio Visual equipment / CCTV Networking / Cooking, catering etc.</p> <p>Desirable: Experience of Dak-Dispatch, Hospitality and other Office Work in Central / State Government / Central / State funded Educational Institutes / Govt. Universities / Comparable Research Establishment and other Institution of Higher Education.</p>

General Terms and Conditions

1. Candidates should read carefully the requisite essential qualifications, age, experience criteria, etc., laid down in the advertisement before applying for the relevant post. The candidates must satisfy themselves of their suitability for the position to which they are applying.
2. The date for determining the age/qualification/experience shall be **11.11.2024** as mentioned in the recruitment notice.
3. Age relaxation shall be given for SC/ST/OBC(NCL)/PwBD/Ex-serviceman, Government employee as per the Government of India norms as applicable from time to time. Candidates belonging to SC/ST/OBC (Non-Creamy Layer)/EWS category should submit proper certificates as per the proforma of Govt. of India.

Age relaxation: [As per GoI, DoPT consolidated instructions from time to time]

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

S. 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 PwBD & Ex-servicemen.
a.	SC/ST	5 years
b.	OBC (NCL)	3 years
c.	PwBD	10 years
d.	PwBD+OBC(NCL)	13 years
e.	PwBD + SC/ST	15 years
f.	Ex-Servicemen	Up to 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 .
g.	Meritorious Sportspersons Relaxation in upper age limit upto a maximum of 5 years (10 years in the case of those belonging to SC/ST) is allowed to Meritorious Sportspersons for the purpose of appointment to posts as specified in instructions relating to appointment of meritorious sportspersons, as per GoI / Institute rules.	
h.	Employees of Central / State Govt. or similar organized services / Govt. Autonomous organizations / Govt. Universities / Govt. Institutes – for Group ‘A’ & ‘B’ posts.	Age Concession UR/EWS: 5 years OBC-NCL: 8 years SC/ST: 10 years
	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.	

i.	Employees of Central / State Govt. or similar organized services / Govt. Autonomous organizations / Govt. Universities / Govt. Institutes – 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.	Up to Age UR/EWS: 40 years OBC-NCL: 43 years SC/ST: 45 years
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4. The SC/ST/OBC (NCL) candidates who apply against Unreserved (UR) posts will not be eligible for age relaxation.
5. Date of Birth as recorded in the Matriculation/Secondary Examination Certificate will only be accepted for determining the age.
6. There will be no upper age limit for the Institute’s regular employees who have rendered a minimum of 3 years of continuous service. However, at least a year of service has to remain on the last date of submission of the application till the superannuation of the internal candidate.
7. Age relaxation of 5 years or to the extent of services rendered at IISER Bhopal upto a maximum of 10 years, shall be given to the outsourced / contractual / project employee working at IISER Bhopal who rendered a minimum continuous service of 3 years (without break).
8. 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: **“Not exceeding fifty-six years”**

Educational Qualifications & Experience:

9. The percentage of marks / grades obtained in the Bachelor’s degree of minimum duration of 3 years and Master’s Degree of minimum duration of 2 years will only be taken into consideration for the post(s) advertised in which UG/PG qualification is the eligibility. For example, percentage of marks obtained in B.Ed. / B.Lib. programme of less than 3 years of duration, if any, will be considered in an aggregate fashion combined with the pre-qualifying 3 years UG degree etc.
10. Good knowledge of Computer applications on suitable documents editor, spread-sheet, presentation software and Operating System is a must.
11. There is no relaxation in essential educational qualifications prescribed for each post for any candidate, irrespective of category.
12. The experience prescribed by the Institute is required in order to match the candidates for the duties and responsibilities of the post. The Institute at its discretion shall require both essential and/or desired qualifications and experience.
13. The Institute shall insist on essential experience. The experience as claimed in the application form 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 Competent Authority. 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.

14. The candidates working on regular basis in the CFTIs/CEIs like IITs, IISERs, IISc, NITs, IIMs, IIITs and Central Universities shall be given preference.
15. **Equivalency of posts:** The equivalency of post shall be determined in terms of the original duties (Job Functions) assigned to the post and the pay scale / pay level attached to the post. 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.
16. **IDA and CDA Scales:** The pay equivalency certificate issued in the prescribed format along with Pay Revision Commission's (PRC) document shall only be accepted for determining the equivalency of IDA scales with CDA scale as prescribed under essential experience.
17. Wherever experience in a particular position is sought, the experience gained in the substantive position in regular pay structure (CDA scale) shall only be considered for counting the required experience. However, where the experience in a particular pay level/pay scale is sought, the non-functional scales and the scales extended through MACP/Financial Upgradation, shall be considered as equivalent to the experience required in a particular post.
18. Submission of valid documentary proof in respect of claim of age, academic qualifications, category, and experience is mandatory.
19. The academic qualifications prescribed should have been obtained from recognized Universities / Institutions and recognized/approved by the relevant authorities e.g., UGC / AICTE / Act of Parliament as applicable. Further, the duration and nomenclature of all educational qualifications Bachelor's and Master's Degree must be as per UGC norms.

Selection Methodology:

20. 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.

21. The Screening Committee may shortlist the candidates and optimize the number for inviting them for Screening Test followed by interview based on desirable qualification and experience in case of large number of applications. The decision of the Competent Authority upon recommendations made by Screening Committee shall be final.
22. 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. However, the candidates are advise to check the updated status of their application on the Recruitment Portal from time to time. 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.

23. Shortlisting at Level – 2

At this level, the Institute may conduct computer based descriptive / objective Screening Test / 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 nature only and is independent in itself.

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:

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 / General Knowledge, (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. 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	Practical / Experimental / Analytical / Model / Prototype Development / Descriptive and domain based.	50	1 Hr. to 3 Hrs. duration per session

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.

Indicative Syllabus for all Group A, B & C positions (Descriptive / Objective):

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 ratio, 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 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. 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 minimum qualifying criteria:

The minimum Cut off percentage in the Composite type of Screening Test is 50% for UR & EWS category, 45% for OBC (NCL) and 40% for SC/ST. The cut-off for PwBD 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 next level of Selection process.

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 optimal number of candidates for each position available i.e., 1:3. If the number of candidates qualifying for the next level after application of the prescribed minimum cut-off criteria 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 of Selection process.

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 apply lower cut-off to invite optimal number of candidates 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.

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

24. Selection Committee (Level – 3):

The Selection Committee will be constituted by the Competent Authority as per the Clause 16 of Statutes of the Institute.

As per 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.”*

The screening tests at Level-2 are purely of qualifying nature without any composite weightage, 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 personal interaction/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 shall be shortlisted. Therefore, the selection is termed as “Direct Recruitment on all India basis otherwise than by Open Competition.”

25. **Waiting List:** The Selection Committee will be empowered to recommend a panel of candidates, which will remain valid for a period of one year from the date of approval of the Competent Authority.

26. Probation And Confirmation

Non-teaching employees in Group A, B and C on appointment to the Institute services on direct recruitment shall be on probation for a period of one year.

Provided that the Competent Authority may extend the probation for such period as deemed fit, if the performance of the non-teaching employee is not upto the mark.

Provided further that the period of probation may be extended by such period or periods as may be necessary, subject to the condition that the total period does not exceed double the prescribed period of probation for the post.

Other General Terms & Conditions:

27. In case of any corrigendum/changes/updates pertaining to this advertisement, the same shall be published on the Institute's website only. Accordingly, all applicants, in their own interest, are advised to regularly visit the Institute's website.
28. All the employees of the Institute (permanent/temporary) are subject to be posted/deployed in any departments/disciplines/schools/centre(s) located on campus or off campus. The Institute may post/depute the employee(s) anywhere in India/abroad on short-term/long-term deputation basis, based on its requirement.
29. 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.
30. No correspondence or query will be entertained from the candidates regarding the eligibility, status of applications, postal delays, result of exam/interview, selection process and reasons for not being called for interview or selection etc.
31. Candidates working in Government Departments, Public Sector Undertakings and Government Funded institutions are required to submit application through proper channel OR produce No Objection Certificate/ Service Certificate at the time of interview.
32. The experience claimed in the application form for the current/previous positions without a proper service/experience certificate from the competent authority in the prescribed proforma shall not be given any weightage by merely enclosing the offer letters and the salary slips.
33. Candidates have to produce the original documents at the time of or before appearing in Test/Interview for verification.
34. The number of vacancies may increase/decrease from advertised positions.
35. The Institute may verify the antecedents through the appropriate authority, and, if it is found that the candidate has suppressed any material information or convicted by any court of law, then his/her service shall be liable to be terminated at any stage.
36. If at any stage, the documents related to educational qualification, experience, category, age, etc. submitted by candidates or any information given by the candidate in the application form/declaration are found to be fake/ false/ misleading, then his/her service shall be liable to be terminated.
37. The candidature at any stage of the selection process will be purely provisional subject to condition that candidate should meet the prescribed eligibility criteria. Mere issue of call letter to the candidate for attending the screening/skill test/personal interaction cum interview will not imply that his/her candidature has been found eligible.
38. In case of any mistake occurring inadvertently in the process of selection, which may be detected at any stage even after the issue of the offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.
39. Canvassing in any form and/or bringing any influence, political, or otherwise, will be treated as a disqualification from the post applied for.

40. The Institute strives to have a diversified workforce. All candidates without reference to gender, race, creed, caste or class are encouraged to apply.
41. Candidates must be in sound health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as the Institute may require.
42. **TA for attending Interview:** Applicants shortlisted for Personal Interaction cum Interview 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.
43. **Dispute Resolution:** The decision of the Director, IISER Bhopal in all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, conduct of examination(s), allotment of examination centres, selection of candidates and allotment of section(s)/department(s) of selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
44. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted only in the Court which has sole and exclusive jurisdiction at Bhopal/Jabalpur (M.P.).
45. **Non-refundable Communication charges and Mode of payment:**
- a) There shall be no registration/application fee for the posts in the institute for any category of applicant.
 - b) However, all the applicants are required to pay a nominal non-refundable communication charge amounting to **Rs.100.00 only**.
 - c) The communication charges once paid are non-refundable under any circumstances. In case of cancellation of the 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.
 - d) Recruitment notice will be valid for six months only. In case the recruitment process could not be completed within 6 months, the same may be extended for another 6 months with the prior approval of Competent Authority. Any left-out vacancies shall be carried forward to the new advertisement.
 - e) Online payment shall be made through SBI Payment Gateway: The payment options through Internet Banking (all banks) and Debit Card / Credit Card / UPI etc. are also available under SBI Payment Gateway.
 - f) 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.

46. HOW TO APPLY:

- a) Interested candidates may visit the Institute's website (Recruitment portal) http://iiserb.ac.in/join_iiserb and submit online application on or before **11.11.2024** and invariably send the printed proforma of the duly filled online application along with all required annexures/enclosures, duly self-attested each page, in a sealed envelope superscribing the name and the post applied for, so as to reach through Registered/Speed Post to the Recruitment Cell, as indicated below, on or before **18.11.2024 by 5:00 P.M.**

Assistant Registrar, Recruitment Cell

Room No 105 (A), First Floor, Administrative Building,
Indian Institute of Science Education and Research (IISER) Bhopal,
Bhopal By-Pass Road, Bhauri, Bhopal **462 066**,
Madhya Pradesh, India

- b) Candidates are advised to fill their correct and active e-mail address in the online application form, as all correspondences will be made by the Institute through email only. A list of shortlisted and rejected applications will be intimated to the applicants through registered e-mail only. No separate letter (hard copy) will be sent for this purpose.
- c) The candidates applying for any post should ensure that they fulfill all the eligibility criteria and conditions for the post.
- d) Candidates applying for more than one post should apply in separate application forms. Separate communication charges will also be required to be paid.
- e) Before sending the printout of successfully submitted online application, the candidates must ensure that the application form is complete in all aspects i.e. duly signed on each page of the application and relevant documents related to educational qualification, age, experience, caste/category and other relevant annexure /enclosures etc. Applications received without the requisite annexures / enclosers, communication charges, and application received after the prescribed date will be **summarily rejected**.

47. The **legible copies** of following documents in support of claim made in application form are required to be attached, failing which **the application shall be summarily rejected:**

- a) The hard copy of the application duly signed on all the pages.
- b) Self-attested copy of 10th Standard Mark-Sheet and Certificate.
- c) Self-attested copy of 12th Standard Mark-Sheet and Certificate.
- d) Self-attested copy of Diploma Mark-Sheets and Certificate.
- e) Self-attested copy of Graduation mark sheets.
- f) Self-attested copy of Graduation Degree certificate.
- g) Self-attested copy of Post-Graduate mark sheets.
- h) Self-attested copy of Post-Graduate Degree certificate.
- i) Ex-Servicemen candidates seeking age relaxation should submit certificate of employment in the prescribed proforma as per **(Annexure-1)**.
- j) SC/ST candidates should submit certificate in the prescribed proforma as per **(Annexure-2)**.
- k) OBC (NCL) candidates should submit certificate in the prescribed proforma as per **(Annexure-3)**. The OBC (NCL) certificate should have been issued on or after 01.04.2024.
- l) Undertaking for OBC-NCL category applicant (as per the prescribed proforma as per **Annexure-4**)

- m) PwBD candidates should submit certificate in the prescribed proforma as per (**Annexure-5**).
- n) The EWS certificate in the prescribed format (for EWS candidates) should have been issued on or after 01.04.2024 (**Annexure-6**).
- o) The certificate in the prescribed proforma seeking age relaxation by the employees working in Central / State Govt. or similar organized services / Govt. Autonomous organizations / Govt. Universities / Govt. Institutes (**Annexure-7**).
- p) Experience certificate of serving Institute outsourced employees in prescribed format issued by outsourcing agency/firm counter signed by concerned Section/Department Head. (**Annexure-8**)
- q) Service Certificate/ NOC for the current employment issued by cadre controlling/personnel officer/competent authority in the prescribed proforma. Service/Experience Certificate for all the previous employments, issued by cadre controlling authority/personnel officer/competent authority in the prescribed proforma or consisting of all the designations, pay scales, type of employment, and all other details mentioned in the proforma, along with offer and discharge letters (**Annexure-9**).
- r) Undertaking in the absence of No Objection Certificate (in prescribed format) that the NOC shall be submitted by the candidate at the time of the interview (**Annexure-10**).
- s) 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-11**).
- t) Undertaking/ Declaration by all applicants in the prescribed proforma (**Annexure-12**)

48. Reasons for rejection of application:

- a) Applications submitted directly through offline mode, without applying through the online mode shall not be entertained under any circumstances.
- b) The application submitted through online module should be printed and signed on each page before sending the same by **Speed/Registered Post**, failing which the candidature stands rejected. The Institute shall not be responsible for postal delay, if any. Envelope containing application should be superscribed with the post applied for.
- c) Applications incomplete in any respect and not accompanied by relevant certificate/ documents/ latest photograph will not be considered.
- d) 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.
- e) Incomplete applications shall be summarily rejected. **No fresh inputs will be considered after the submission of applications and at any later stage.**

49. 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 submit a tampered/ fabricated document.

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 misinterpretation of the facts in the application.
- (ii) In possession of mobile phone & accessories and other electronic gadgets within the premises of the examination centres, 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) Misbehaving in any manner with any member of the Selection Committee during Interview
- (xii) Misbehaving in any manner with the any staff member of IISER Bhopal during verification of documents.
- (xiii) 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.
- (xiv) Intimidating or causing bodily harm to the staff employed by the IISER Bhopal for the conduct of examination.

The following Annexures are for reference only.

1. UGC's Gazette Notification dated July 5, 2014 (**Reference-1**).
2. Model equivalence of IDA scales with CPC structure (**Reference-2**).

Note: In case of Provisional Degree Certificate, the candidate shall invariably produce Original Degree Certificate(s) at the time of the Interview, if called for.

For any queries on submission of online applications please contact the Recruitment Cell at +91-755-2692406/2411: Email: "Recruitment Cell" recruitmentcell@iiserb.ac.in. For any technical queries regarding filling/ submission of online application contact at +91-755-2692413.

Date: 18.10.2024
Bhopal

REGISTRAR(I/C)