



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

(शिक्षा मंत्रालय, भारत सरकार द्वारा स्थापित)

सैक्टर-81, नॉलेज सिटी, डा. घ. मनौली, सा. अ. सि. नगर, मोहाली, पंजाब -140306

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

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

Sector – 81, Knowledge City, P. O. Manauli, S.A.S. Nagar, Mohali, Punjab -140306

• Email: recruitment@iisermohali.ac.in

• <http://www.iisermohali.ac.in>

NOTICE

Ref.: Advt. No. IISER M/ NF (16)/Regular/2022-23

Dated: 04.05.2023

Important instructions/guidelines for the applicants who applied for the post of Office Assistant (Multi Skill) and Junior Office Assistant (Multi Skill)

1. **Written examination is scheduled to be held on 18.05.2023 (Thursday).**
2. Medium of written examination shall be **English** only for post of Office Assistant (Multi Skill) and Junior Office Assistant (Multi Skill).
3. Written examination for the post of Junior Office Assistant (Multi Skill) will be conducted in the morning shift from 10:30 A. M. to 11:30 A. M and for the post of Office Assistant (Multi Skill) in the afternoon shift from 12:30 P. M. to 01:30 P. M.
4. It is advisable to visit the examination centre at least 1 hour prior to the reporting timings (that will be mentioned in the admit card) to avoid any delay. Last entry of applicants shall be allowed up to 10:00 A. M. and 12:00 noon respectively at Main Gate.
5. No applicant shall be permitted to enter in the examination hall after 10:15 A. M. and 12:15 P. M. respectively for written examination to these posts.
6. List of applicants who applied for the posts of Office Assistant (Multi Skill) and Junior Office Assistant (Multi Skill) along with their roll number to be used for written examination has been published on the website.
7. No screening of the applications has been done for these posts. Written examination of all the applicants is taken for the time being and afterwards the screening of topmost applicants equivalent to 5 times the number of each vacancy (category-wise) will be done.
8. Only those applicants who secure minimum threshold marks (category-wise) will be considered for further processing. Minimum Threshold is 35% (for SC/ST category) and 40% (for General/OBC/EWS category). Final merit list will be prepared on the basis of performance of candidates in Written Examination subject to achieving the minimum threshold.
9. Please note that your candidature for the post(s) is provisional. In case, at any stage, you fall short of any requirement(s) of Recruitment Notice i.e. essential qualifications/experience as well as short listing criteria, your candidature is liable to be cancelled.
10. Videography shall be done on the day of written examination.
