



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

(शिक्षा मंत्रालय भारत सरकार द्वारा स्थापित)

सैक्टर-81, नॉलेज सिटी, पो. ओ. मनौली, एस. ए.एस. नगर, मोहाली, पंजाब -140306

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

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

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

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Advt. No. IISER M/ NF (6)/Deputation/2022

Date: 11-04-2022

प्रतिनियुक्ति/अल्पकालिक अनुबंध पर गैर संकाय पद

NON FACULTY POSITION ON DEPUTATION/SHORT TERM CONTRACT BASIS

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली (आईआईएसईआर) मोहाली, राष्ट्रीय महत्व का एक संस्थान है, जिसे भारत सरकार (शिक्षा मंत्रालय, तत्कालीन एमएचआरडी) द्वारा 2007 में विज्ञान के अग्रणी क्षेत्रों में अनुसंधान और स्नातक और स्नातकोत्तर स्तर पर गुणवत्तापूर्ण विज्ञान शिक्षा के लिये स्थापित किया गया है।

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

संस्थान प्रतिनियुक्ति पर (अल्पकालिक अनुबंध सहित) निम्नलिखित पद को भरने के लिए भारत के समर्पित, प्रतिबद्ध और योग्य नागरिक की तलाश कर रहा है: -

The Institute is looking for dedicated, committed and eligible citizen of India to fill up the following vacancy on Deputation basis (Including short term contract): -

1.	पद का नाम /NAME OF THE POST	सहायक कुलसचिव - ग्रुप "ए"- प्रतिनियुक्ति/ अल्पकालिक अनुबंध आधार पर/ ASSISTANT REGISTRAR – GROUP “A” -On Deputation/ Short term contract basis
2.	पदों की संख्या /Number of posts	01 अनारक्षित /(UR)
3.	अनारक्षित पद के लिए ऊपरी आयु सीमा / Maximum age Limit for UR position	56 वर्ष /years
4.	वेतनमान /Scale of the Pay	वेतन स्तर -10 (रु 56100-177500) - समूह "ए"/ Pay Level-10 (Rs. 56100-177500)– Group “A”
5.	प्रतिनियुक्ति (अल्पकालिक अनुबंध सहित) Deputation (including short term contract)	केंद्र / राज्य सरकारों या राष्ट्रीय महत्व के संस्थान या विश्वविद्यालयों / विश्वविद्यालय स्तर के संस्थान या प्रयोगशाला या पीएसयू में अधिकारी। ए) समरूप पद धारण किए हुए और बी) नीचे दी गई शैक्षिक योग्यता रखने वाले : - Officers from Central/State Governments or Institute of national importance or Universities/University level institution or Govt. laboratory or PSU a) Holding analogous post and b) Possessing educational qualification as below: - आवश्यक /Essential:

	<p><u>शैक्षणिक योग्यता/Educational qualification:</u> किसी मान्यता प्राप्त विश्वविद्यालय / संस्थान से अच्छे अकादमिक रिकॉर्ड के साथ सीजीपीए / यूजीसी पॉइंट स्केल में कम से कम 55% अंकों या इसके समकक्ष ग्रेड के साथ किसी भी विषय में मास्टर डिग्री।</p> <p>Master's degree in any discipline with at least 55% marks or its equivalent grade in the CGPA/UGC point scale with good academic record from a recognized university/Institute.</p> <p><u>वांछनीय / Desirable:</u> i) प्रबंधन/इंजीनियरिंग/कानून/ विज्ञान के क्षेत्र में योग्यता ii) ई-ऑफिस सिस्टम में काम करने का अनुभव</p> <p>i) Qualification in the area of Management/Engineering/Law/Science ii) Experience of working in E-Office System</p>
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Last date of submission of application forms is 11-05-2022 up to 5.00 p.m.

GENERAL CONDITIONS:

1. The applicant must be a citizen of India.
2. The period of deputation shall ordinarily not exceed 5 years and will be subject to the age of superannuation for the position. The upper age limit for deputation shall not exceed 56 years as on the closing date of receipt of application.
3. The appointment on deputation may be made initially for a period of two years which may be extended on a yearly basis up to a maximum period of 5 years subject to satisfactory performance, good behavior and high integrity. The Institute, however, shall have the right to repatriate the incumbent at any time even before the prescribed period in case his/her performance, integrity or conduct is found to be unsatisfactory at any stage accordingly to the opinion of the Competent Authority or the repatriation of the officer against whose vacancy, the deputationist was working/get filled, becomes no longer vacant.
4. The pay and conditions of deputation of the officers selected will be regulated in accordance with the DOPT OM No. 6/8/2009-Estt (Pay-II) dated 17-06-2010 as amended from time to time and other instructions of Central Govt. or Institute norms issued in this regard from time to time.
5. The application in prescribed form for appointment on deputation may be forwarded by the Employer who satisfies the requirements and whose services can be spared immediately may along with the attested copies of ACRs/APARs for last 5 years along with Vigilance clearance certificate by the Competent Authority for the desired period through proper channel.
6. Application Form may be downloaded from the Institute website (www.iisermohali.ac.in). The application, duly filled in and completed in all respects should be submitted along with self-attested copies of all certificates (educational, experience, technical/professional qualification/ ACRs/APARs for last 5 years/ Vigilance clearance certificate etc.) & testimonials with a recent passport size photograph should be sent through Speed/Registered Post to **“The Recruitment Cell, Indian Institute of Science Education and Research (IISER), Mohali, Sector-81, Knowledge City, S.A.S. Nagar, P.O. Manauli, Mohali, Punjab-140306 by due date positively.**
7. **The envelope containing the complete application must be superscribed as “Application for the post of Assistant Registrar to be filled through Deputation (including short term contract)”.**
8. All applicants must fulfill the essential requirements of the posts and other conditions stipulated in the advertisement as on the last date for receipt of the application. Applicants are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down for the post which are compulsory even if a candidate has some other higher qualifications. No enquiry asking for advice as to

eligibility will be entertained.

9. The prescribed qualifications should have been obtained through recognized Universities/ Institutions, etc. Incomplete applications/applications received after due date or not accompanied with the required self-attested certificates/documents **is liable to be rejected.**
10. The decision of the Director, IISER Mohali in all matters relating to eligibility, acceptance or rejection of any/all applications, fixing the eligibility criteria, equivalence of qualifications, mode of screening/selection, conduct of examination/interview, not to fill the vacancy, will be final and binding on the candidates.
11. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
12. Applications received through email/incomplete/not on prescribed format// unsigned/not having attached educational qualification/ experience documents will not be entertained/accepted.
13. If it is found at any stage that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated on that ground.
14. The candidates applying for the post should ensure that they fulfill all the eligibility conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of call letter to the candidate will not imply that his/her candidature has been found eligible.
15. The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of application.
16. The prescribed essential qualifications are the minimum. Mere possession of the same does not entitle candidates to be called for written test /interview. The Institute reserves the right to restrict the number of candidates for written test/interview to a reasonable limit, on the basis of qualifications and experience. **The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. The candidate should, therefore, mention in the Application Form all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents and ensure that all details are in full and accurate.**
17. Experience means relevant experience gained after the minimum qualifying degree and will only be taken into consideration.
18. Calling a candidate for written test and/or Interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
19. Mode of selection will be through a written test and/or Interview.
20. Last date to submit the application with all the documents is 11-05-2022.
21. Hard copy of the application needs to be submitted/sent through Speed/Registered Post to **“The Recruitment Cell, Indian Institute of Science Education and Research (IISER), Mohali, Sector-81, Knowledge City, S.A.S. Nagar, P.O. Manauli, Mohali, Punjab–140306 by due date positively.**
22. Applicants must disclose as to whether any of their close or blood relatives are employees of IISER Mohali. Close relations would include wife/ husband/ son/ daughter/ brother/ sister/ son-in-law/ daughter-in-law and those who could be termed as blood relations.
23. **Persons with Disabilities (PwD) fulfilling the eligibility conditions prescribed under Government of India instructions are encouraged to apply.**
24. Candidates should keep their email id and mobile number provided in the application form active. Institute will not be liable to be responsible for non-receipt/delay in receipt of any communication due to deactivation of email id and or mobile number given or due to change in communication address etc.
25. Candidates should check/visit Institute website regularly for any update on recruitment process. Institute will not be responsible for delay in information in this regard.
26. The above vacancies are provisional and may increase or decrease. The decision of the Director will be final in this regard.
27. **NO INTERIM ENQUIRY OR CORRESPONDENCE SHALL BE ENTERTAINED.**

HOW TO APPLY-

1. Application Form may be downloaded from the Institute website (www.iisermohali.ac.in). The application, duly

filled in and completed in all respects should be submitted along with self- attested copies of all certificates (educational, experience, technical/professional qualification, ACRs/APARs for last 5 years, Vigilance clearance certificate etc) & testimonials with a recent passport size photograph.

2. The Application Form duly filled in the prescribed format and complete in all respects accompanied by self-attested copies of the certificates, mark sheets, testimonials in support of age, education qualifications, experience, caste (if applicable), ACRs/APARs for last 5 years, Vigilance clearance certificate along with recent passport size self-signed photograph affixed on the Application Form, proof of payment of fee via online mode should be sent through Speed/Registered Post to **“The Recruitment Cell, Indian Institute of Science Education and Research (IISER), Mohali, Sector-81, Knowledge City, S.A.S. Nagar, P.O. Manauli, Mohali, Punjab–140306 by due date positively.**
3. **The envelope containing the complete application must be superscribed as “Application for the post of Assistant Registrar to be filled through deputation (including short term contract).**
4. Application once made will not be allowed to be withdrawn and fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
5. Advance copy of the application may be submitted before the closing date but Applications routed through proper channel should reach IISER, Mohali at the earliest [*should be available at the time of screening of the applications*], without which the candidates will not be considered for screening/allowed to appear for the test and/or interview.
6. Incomplete applications (i.e. applications without photographs, without the required self-attested copies of certificates, ACRs/APARs for last 5 years, Vigilance clearance certificate, testimonials etc. without application fee, not in the prescribed application form, unsigned or incomplete in any manner will not be entertained and will be summarily rejected.
7. Candidates should specifically note that the applications received after the closing date for receipt of applications for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained/ will be summarily rejected.
8. **If there is any corrigendum/addendum/cancellation, it shall be published on Institute’s website only.**
9. **Candidates must pay application fee of Rs. 500/- for GEN/OBC/EWS. Fee is exempted for SC/ST/PwD/ Women Candidates of any community. Fee by any other mode of payment will not be accepted. Fee once paid shall not be refunded under any circumstances. The candidates are required to pay application fee only in ICICI Bank by NEFT/RTGS/UPI/IMPS. A copy of proof having paid the application fee must be attached with the Application Form. The bank details are as under: -**

Payment Mode	NEFT/RTGS/UPI/IMPS
Beneficiary Name	IISER Mohali Recruitment Account
Bank Name	ICICI Bank
Bank Address	Phase-7 Branch, Mohali, Punjab
Bank Account Number	005801021532
RTGS/NEFT IFSC Code	ICIC0000058

कुलसचिव आईआईएसईआर मोहाली/ Registrar IISER Mohali