



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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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.

The Institute is looking for dedicated, committed and eligible citizen of India to fill up the position of Deputy Registrar (Finance & Accounts) on regular basis.

The Essential/Desirable Qualifications, Experience and General Conditions for the above post, are as under:

1.	Post Code No.	101
	NAME OF THE POST	Deputy Registrar (Finance & Accounts)
	Number of posts	01 (UR)
	Maximum age Limit for UR position	Not exceeding 50 years
	Scale of the Pay	Pay Level-12 (Rs.78800-209200) Group "A"
	Educational and other qualifications	Essential: Educational qualification: 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. Experience: i) 09 years experience of Assistant Professor in Pay Level-10 and above with 03 years of experience in educational administration, or ii) Comparable experience in research establishment and/or other institutions of higher education, or iii) 05 years of administrative experience as Assistant Registrar in Pay Level-10 or equivalent post. Desirable: i) Qualification in area of Management/ Engineering/ Law. ii) Experience of working in E-Office system. iii) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance & Accounts) or Deputy Registrar (Internal Audit).

Last date of submission of application forms is 10th July, 2021 upto 5.00 p.m. The last of submission of Application Form for candidates belonging to North-Eastern States will be 16th July, 2021 upto 5.00 p.m.

GENERAL CONDITIONS:

1. The applicant must be a citizen of India.
2. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date for receipt of the application. They are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down for the post which are compulsory even if a candidate has some other higher qualifications. No enquiry asking for advice as to eligibility will be entertained.

The prescribed essential qualifications are the minimum. Mere possession of the same does not entitle candidates to be called for test/interview. **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.**
3. The application should be accompanied by self-attested copies of the relevant documents/certificates in support of age, educational qualifications, marks obtained, experience, caste/community/ class (if applicable), etc. 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, requisite application fee **are liable to be rejected.**
4. **The period of experience rendered by a candidate on part time basis, daily wages, etc. will not be counted while calculating the valid experience for short listing the candidates for interview.**
5. **Persons with Disabilities (PWD) fulfilling the eligibility conditions prescribed under Government of India instructions are encouraged to apply.**
6. 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 fill the vacancy, will be final and binding on the candidates.
7. 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.
8. **NO INTERIM ENQUIRY OR CORRESPONDENCE SHALL BE ENTERTAINED.**
9. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
10. The last date for receipt of applications shall be the date for determining the upper age limit, qualifications and experience.
11. **The Institute may conduct the written test for the post, in view of the number of applications received for the post.**
12. Relaxation/concessions in age limits for candidates belonging to the categories of SC/ST/OBC/PWD/Ex-servicemen, women and all other categories will be as per Government of India rules.

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 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/ community/ class (if applicable), alongwith recent passport size self-signed photograph affixed on the Application Form, proof of payment of fee via online mode should be sent 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 Deputy Registrar (Finance & Accounts) under Post Code ____”.**

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. Applications from employees of Government Departments, Public Sector Undertakings, Autonomous Bodies and Government Funded Research Agencies will be considered only if forwarded **THROUGH PROPER CHANNEL**, with a clear certificate that there is no vigilance case pending/being contemplated against him/her. However, 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, *if any*, interview.
6. Incomplete applications (i.e. applications without photographs, without the required attested copies of certificates, testimonials etc. without application fee, not in the prescribed application form, 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, it shall be published on Institute's website only.**
9. **Candidates must pay online application fee of Rs.500/- (Unreserved candidates) and Rs.250/- (SC/ST/ Women candidates). Fee waiver is applicable to PWD candidates only. 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 online application fee only in ICICI Bank by NEFT/RTGS. No UPI/IMPS will be accepted. 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
Beneficiary Name	IISER Mohali Recruitment Account
Bank Name	ICICI Bank
Bank where A/c is held	Phase-7 Branch, Mohali, Punjab
Bank A/c Number	005801021532
RTGS IFSC Code	ICIC0000058
NEFT IFSC Code	ICIC0000058

Registrar, IISER Mohali