



**Recruitment Notice for Non-Teaching Positions**

Opening date for submission of online application: 09:00 AM of May 31, 2022

Closing date of submission of online application: 05:30 PM of June 20, 2022

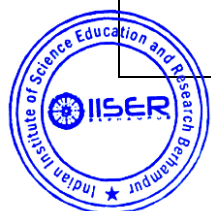
Crucial date for calculation of age/qualification/experience: June 20, 2022

Indian Institute of Science Education and Research Berhampur, an Institute of National Importance, established by the Ministry of Education, Government of India in order to promote higher scientific learning and research as well as scientific exploration at the undergraduate and postgraduate levels of education and to create scientists and academicians of the highest quality invites **ONLINE applications** ([www.iiserbpr.ac.in](http://www.iiserbpr.ac.in)) from eligible Indian nationals to fill-up the following sanctioned posts as per the reservation and mode of recruitment mentioned against each: -

S. No.	Name of the posts	Group	Pay level (as per 7 <sup>th</sup> CPC)	Mode of recruitment	Vertical Reservation					Horizontal Reservation	Total No. of posts
					UR	SC	ST	OBC	EWS	PWD	
1	Registrar	A	14	Contract/ Deputation	01	00	00	00	00	00	01
2	Librarian	A	14 (AGP)	Direct Recruitment/ Deputation	01	00	00	00	00	00	01
3	Technical Officer	A	10	Direct Recruitment	01	00	00	00	00	00	01
4	Assistant Security Officer cum Transport Manger	B	06	Direct Recruitment	01	00	00	00	00	00	01
5	Laboratory Technician	C	05	Direct Recruitment	01	00	00	00	00	00	01

**The essential, desirable qualification and experience for posts mentioned above are as under:**

Registrar	
No. of vacancy	01-UR
Pay Level	14
Upper Age Limit	57 years
Tenure	The post of Registrar shall be for a fixed term <b>not exceeding 05 years</b> in case of appointment by contract or in case of deputation, the term of deputation will be initially for a period upto 03 years only and can be extended upto a maximum period of 05 years.
<b>Essential Qualifications/Experience</b>	
Academic	Master's Degree with at least 55% marks or equivalent grade of "B" in the UGC seven-point scale plus a consistently good academic record
Experience	<p><b>Direct Recruitment (Contract):</b> At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration,</p> <p>(or)</p> <p>Comparable experience in research establishment and/or other Institutions of higher education, or 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post;</p> <p><b>and</b> Knowledge of computer applications like Word, Excel, Power Point etc.</p> <p><b>Deputation:</b> Officers under the Central/ State Governments/ Universities/ Recognized Research Institutes or Institutes of National Importance or Govt. Laboratory or PSU: -</p> <p>a. Holding analogous posts or With at least 3 years' regular service in Pay Level-13. b. Possessing educational qualifications as prescribed for Direct Recruitment.</p>



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Desirable Qualifications/Experience	
Academic	Qualification in area of Management / Engineering /Law. Experience in handling computerized administration / legal / financial / establishment matters.
Experience	Minimum 15 years of work experience in Central/ State Govt. or similar organized services/ Semi-Govt./ PSU/ Govt. Autonomous organizations/ Govt. Universities/ Govt. Institutes of National Importance.

Librarian	
No. of vacancy	01-UR
Pay Level	14 (AGP)
Upper Age Limit	57 years
Essential Qualifications/Experience	
Academic	Master's Degree in Library Science/ Information Science/ documentation with CGPA of 6.5 in 10-point scale or at least 60% marks or its equivalent grade of 'B' in the UGC seven-point scale and consistently good academic record set out in these Regulations.
Experience	At least ten years as a Deputy Librarian in the library of a technical university, educational institute of national importance, or any other large technical library at least five years being spent on a post at Pay Level -13 or an equivalent post. Evidence of innovative library service and organization of published work. Knowledge of computer applications like Word, Excel, Power Point etc.
Desirable Qualifications/Experience	
Academic	M. Phil/ Ph.D Degree in Library Science/ Information Science/ Documentation/ Archives and manuscript keeping.
Experience	Minimum 15 years of work experience in Central/ State Govt. or similar organized services/ Semi-Govt./ PSU / Govt. Autonomous organizations/ Govt. Universities / Govt. Institutes of National Importance.

Technical Officer	
No. of vacancy	01-UR
Pay Level	10
Upper Age Limit	40 years
Essential Qualifications/Experience	
Academic	B.E./B. Tech. or M.Sc./MCA Degree in relevant field with first class or equivalent grade (6.5 in 10 point scale) and consistently excellent academic record.
Experience	5 years' experience in relevant field, e.g., system administration, software development, fabrication, database management, networking, campus telephony services and support to scientific/technical research.
Desirable Qualifications/Experience	
Academic	M. Tech./Ph.D. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
Experience	At least 5 years of relevant experience in system hardware and networking management in a supervisory position in Multinational/Research/Academic establishments of National/International Repute. Technical knowledge at least in one of the following areas: Open Source RDBMS like Post Gre SQL, MYSQL, etc./Oracle, Software development and programming. Programming Languages like Java, C++, Visual Basic and Packages like PHP/ASP/Developer. LAN/WAN, Storage systems, Security Devices/Appliances. 5 years of work experience in Central/State Govt. or similar organised services/SemiGovt./PSU/Govt. Autonomous organisations/ Govt. Universities/Govt. Institutes of national importance.

Assistant Security Officer cum Transport Manger	
No. of vacancy	01-UR
Pay Level	Level - 6
Upper Age Limit	35 years
Essential Qualifications/Experience	
Academic	Bachelor's Degree in any discipline. Knowledge of computer office applications like Word, Excel, PowerPoint, etc.



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<b>Experience</b>	Must have active habits and physique with 3 years relevant experience in the pay level-5. Ex-servicemen with armed forces or employees of serving, CRPF/Central or State police/CISF/Para Military/BSF personnel with arms license would be preferred. At least 3 years of experience in the pay level-5 should have discharged responsibilities in Government/an Organization of national repute. Ability to lead subordinates and manage priorities on own with decision making capabilities.
<b>Desirable Qualifications/Experience</b>	
<b>Academic</b>	Degree in Law from recognised University/Institution Diploma in Security Management. Bachelor's/Master's Degree in Law Experience in Security contracts management. Experience in Transport management and Logistics management. Legal expertise with a background of handling the court cases.
<b>Experience</b>	Working experience in Central/State Govt. or similar organised services/ Semi Govt./PSU/Govt. Autonomous organisations/Govt. Universities/Govt. Institutes of national importance.

<b>Laboratory Technician</b>	
<b>Department</b>	Chemical Sciences
<b>No. of vacancy</b>	01-UR
<b>Pay Level</b>	05
<b>Upper Age Limit</b>	30 years
<b>Essential Qualifications/Experience</b>	
<b>Academic</b>	1. Bachelor's Degree in Science/Technology/Engineering <b>OR</b> 2. Diploma in Computers & Electronics/Electrical Engineering/Instrumentation of 3 years' duration in appropriate field. 3. Knowledge of computer applications like Word, Excel, PowerPoint, etc.
<b>Experience</b>	For Bachelor's Degree 2 years' relevant experience in a laboratory/Academic/Research /Multinational establishments of National/International Repute in handling scientific equipment. Knowledge of scientific computational skills. <b>OR</b> For Diploma holders 4-years' relevant experience in laboratory/Academic/Research/Multinational establishments of National/International repute in handling scientific equipment. Knowledge of scientific computational skills.
<b>Desirable Qualifications/Experience</b>	
<b>Academic</b>	Master's Degree in Science/ B.Tech./MCA
<b>Experience</b>	Working experience in Central/State Govt. or similar organized services/Semi Govt./PSU/Govt. Autonomous organizations/Govt. Universities/Govt. Institutes of national importance.

**General Instructions:**

- IISER Berhampur ensures gender equality in its recruitment process.
- The candidates are required to apply through ONLINE only. Please visit Institute website [www.iiserbpr.ac.in](http://www.iiserbpr.ac.in) for submission of online application through the online link. NO NEED TO SEND HARD COPY.
- The applicant is required to pay a non-refundable application fee of ₹500/- (Rupees Five Hundred only) through online for each post applied. However, application fee is exempted for candidates belonging to Women/SC/ST/PWD/Transgender category. In case of Ex-servicemen candidate(s), the application fee is exempted for Group B & C positions only. For claiming such exemptions, the applicant has to submit a self-attested copy of SC/ ST/ PwD/Transgender certificate/Identity Proof/ Discharge Certificate. Application fee once paid shall not be refunded under any circumstances.
- Guidelines for Scanning and Uploading of Photo and Signature:**  
Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature as per the specifications given below.

**Photograph Image:**

- Photograph must be a recent passport size color photo.
- Make sure that the picture is in color, taken against a light-colored, preferably white background.
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses, make sure that there are no reflections and your eyes are clearly visible.
- Wearing of cap, hat and dark glasses in the photograph is not acceptable.



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- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 10-100 KB with a dimension of (4.5 × 3.5 cm)
- Image type: .jpg / .jpeg

**Signature Image:**

- The applicant has to sign on white paper with Black/Blue ball point pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10-100 KB
  - Image type: .jpg / .jpeg
  - If the applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
  - Signature in CAPITAL LETTERS shall NOT be accepted.
5. 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 e-mail only**. Recruitment schedule will be mailed to the shortlisted candidates in due course to their registered e-mail ID only. A list of shortlisted and rejected applications will be published post-wise on Institute Website for information of all. *No separate letter (Hard copy) will be sent for this purpose*. Further, for any updates, subsequent amendments in the advertisement and results, please visit the Institute website regularly.
  6. The candidates applying for any post should ensure that they fulfill all the eligibility criteria and 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 for attending the test will not imply that his/her candidature has been found eligible.
  7. Any relaxation in respect of Group B and Group C positions, in terms of age and number of years of experience but not 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 (BoG) of the Institute to accord such relaxations in justifiable circumstances. Candidates having relevant work experience in CFTIs either in regular/contractual/through work outsourcing basis, may be given relaxation in respect of age (up to a maximum of three years) and work experience in group B and C positions only. 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.
  8. Age relaxation will be provided to SC/ST/OBC/Persons with Disabilities (PwD)/Ex-servicemen, Central Government employee as per Government of India norms, as applicable from time to time.
  9. Due relaxation in respect of age will be given to SC/ST/OBC candidates as per Government of India norms, only against reserved vacancies for such categories and can only be claimed on submission of **valid community certificate** issued prior to the date of issuance of this recruitment notice. In other words, no age relaxation would be available for SC/ST/OBC candidates applying for unreserved Post/vacancies.
  10. Eligibility of candidate with regard to qualification, age & experience shall be reckoned/considered as on last date of submission of online application.
  11. In terms of Department of Personnel and Training (DoPT) Office Memorandum No. 39020/01/2013-Estt.(B) dated October 09, 2015, **interview has been dispensed in all group C posts and group B Non-Gazetted posts**. Accordingly, selection for group B & C posts will be only on the basis of written test merit.
  12. The Institute reserves the right to:
    - Conduct written and/or trade test for the post wherever the circumstances so warranted or may fix a criterion after taking into the qualification and experience of the applicants.
    - not to fill all/some of the advertised positions.
    - fill up consequential vacancies including additional post arising at the time of test/interview for available candidate by direct recruitment. The number of positions is thus open to change.
  13. The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection.
  14. The Institute also reserves the right to fill the posts fully or partially depending on the availability of suitable candidates without assigning any reasons thereof.
  15. Mere eligibility does not vest any right on any candidate for being called for written test /skill test/interview. The Institute may fix suitable shortlisting criteria in the event of receipt of large number of applications. The decision of the Institute in all matters related to recruitment against this advertisement shall be final. No correspondence will be entertained from the candidates in connection with the process of selection / interview. **Canvassing in any manner would entail disqualification of the candidature.**



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16. The Institute reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Central Funded Technical Institute/University/ Research Institution. Experience prescribed may be relaxed in the case of exceptionally meritorious candidates.
17. The Institute shall verify the antecedents or documents submitted by candidates at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her service/engagement at the Institute shall be terminated.
18. **Probation period for all regular positions is 01 (one) year.**
19. For availing the benefit of OBC category, the applicants should enclose with the applications form, OBC (Non-Creamy Layer) certificate issued by the Competent Authority **not earlier than six months prior to the last date for receipt of applications**. The OBC Certificate should be on the proforma prescribed by the Government of India. Degree as referred above should have been awarded by a recognized University / Institute.
20. Persons employed in Government/Semi Government Organizations/Autonomous Bodies should upload NOC cum Vigilance cum Experience Certificate as per the prescribed format.
21. Candidates applying for more than one post should apply in separate application forms. Separate application fees will also be required to be paid. (as applicable).
22. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over **Berhampur, Odisha** only.
23. In case of any mistake occurring inadvertently in the process of selection, which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.
24. The Persons with Disabilities (PwD) of following category with minimum 40% disability are eligible to apply:

S. No.	Name of the Post	Physical Requirements	Categories of Disabled suitable
1	Registrar	Sitting, Standing, Walking, Seeing, Hearing, Communication, Manipulation with Fingers	Blind, Low Vision, Deaf, Hard of Hearing, One Arm, Both Arms, One Leg, Both Leg, One Arm and One Leg, Leprosy Cured, Dwarfism, Acid Attack Victims, Specific Learning Disability, Mental illness, Multiple Disabilities involving all of the above including Deaf Blindness.
2	Librarian	Sitting, Standing, Walking, Bending, Seeing, Communication	Low Vision, Deaf, Hard of Hearing, One Arm, Both Arm, One Leg, Both Leg, One Arm and One Leg, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victim, Autism Spectrum Disorder (Mild), Specific Learning Disability, Mental Illness, Multiple Disabilities involving all of the above including Deaf Blindness.
3	Technical Officer	Sitting, Bending, Manipulation with Finger, Reading and Writing, Seeing	Low Vision, Deaf, Hard of Hearing, One Arm, One Leg, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victim, Autism Spectrum Disorder (Mild), Specific Learning Disability, Mental Illness, Multiple Disabilities involving all of the above including Deaf Blindness.
4	Assistant Security Officer cum Transport Manger	Sitting, Standing, Walking, Jumping, Reading & Writing, Hearing	Deaf, Hard of Hearing, One Arm, One Leg, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victim, Specific Learning Disability, Multiple Disabilities involving all of the above including Deaf Blindness.
5	Laboratory Technician	Sitting, Standing, Walking, Bending, Manipulation with Finger, Seeing Reading & Writing, Hearing, Communication	One Arm, One Leg, One arm and one leg, Hearing Handicapped.

Categorization of PwD (a, b, c, d & e sub-categories) :

- Blindness and Low Vision;
- Deaf and Hard of Hearing;
- Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy;
- Autism, Intellectual Disability, Specific Learning Disability and Mental Illness;
- Multiple Disabilities from amongst persons under clauses (a) to (d) including Deaf-Blindness.

25. No interim enquiries will be entertained. However, candidates are advised to keep visiting the Institute website [www.iiserbpr.ac.in](http://www.iiserbpr.ac.in) for any updates in this regard.
26. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.



27. In case of deputation from Armed Forces/Defense Services, Institute will not pay any Military Service Pay / Technical Pay / Ration money / Special Allowances specific for defense service personnel etc.
28. Recruitment rules containing indicative syllabus is available on Institute website @ <https://www.iiserbpr.ac.in/assets/pdf/new/Recruitment%20Rule.pdf>

**Additional Instructions for candidates applying on deputation basis.**

- Persons in service of Govt./Autonomous/PSU should upload NOC cum experience certificate cum vigilance clearance certificate as per the prescribed format. Attested copy of last five years ACR/APAR's need to be produced at the time of Written test or/and Interview.
- The other terms and conditions of the appointment on deputation will be governed in accordance with the guidelines issued by the Government of India / DoPT vide letter No.6/8/2009-Estt (Pay II) dated 17.06.2010 and as amended from time to time.
- Maximum age limit in case of appointment by deputation will be governed in line with DoPT OM no. AB-14017/11/2017-Estt.(RR) dated February 05, 2018 or as amended from time to time.
- The period of deputation will be initially for a period upto three years, which can be extended in line with Govt. of India guideline/instruction on deputation from time to time.
- Any difficulties relating to submission of online application may be sent to [recruitment@iiserbpr.ac.in](mailto:recruitment@iiserbpr.ac.in)

**Attention:**

Those who had applied for the position of Librarian against advt. no. NT- 01/21 dated May 23, 2021 and whose hard copies were received at IISER Berhampur need not apply again against the current advertisement i.e. NT-01/2022 dated May 31, 2022 as those application will also be considered for scrutiny & for further process. A list of applicants whose hard copies were received is available at [https://www.iiserbpr.ac.in/staff-positions/NT\\_01\\_21/notice\\_27052022.pdf](https://www.iiserbpr.ac.in/staff-positions/NT_01_21/notice_27052022.pdf)



*Korada Manjunath*

सहायक कुलसचिव (प्रशासन)/  
**Assistant Registrar (Admin)**  
Korada Manjunath  
Assistant Registrar  
INDIAN INSTITUTE OF SCIENCE  
EDUCATION AND RESEARCH BERHAMPUR  
Transit Campus, Govt. ITI Berhampur  
Ganjam-760 010, Odisha

(To be printed in Letterhead of the Forwarding Office)

**NOC CUM EXPERIENCE CUM VIGILANCE CLEARANCE CERTIFICATE**

**To be forwarded to:**

**Indian Institute of Science Education and Research Berhampur (IISER Berhampur), Ganjam, Odisha-760010**

The applicant Mr./Ms./Dr. ...., who has submitted this application for the post of ..... against advertisement no. .... dated ..... of IISER Berhampur has been working in this organization namely.....as.....(name of the position holding), in a temporary/ contract/ permanent capacity with effect from ..... in the Pay level..... (S)he is drawing a basic pay of Rs. .... in cell no.....

His/her next increment is due on .....

Also, on his/her selection, he/she will be relieved from the present position of ..... within ..... months.

Brief description of the job profile of the applicant:.....

Sl. No.	Name of the Organization	Current Position	Pay Level/GP	From	To	Nature of Duties Assigned

(A separate sheet may be attached, if required)

Further, it is also certified that no disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant.

There is No Objection for his/ her application being considered by the Indian Institute of Science Education and Research Berhampur, Ganjam, Odisha-760010.

Date:

Place:

Name:

Designation:

Signature of the forwarding Authority

(with seal)