



IISER Mohali

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

मानव संसाधन विकास मंत्रालय, भारत सरकार द्वारा स्थापित
सैक्टर 81, नॉलेज सिटी, पी. ओ. मनोली, एस. ए. एस. नगर, मोहाली, पंजाब –140306

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

(Estd. By Ministry of Human Resource Development, Govt. of India)

Sector-81, Knowledge city, P.O.-Manauli, SAS Nagar Mohali-140306, Punjab

PAN NO. - AAAAI1781K TAN NO. PTLI10692D

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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 (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 following vacancies on regular basis:-

Sr. No	Name of the Post	No. of Post with reservation status	Post Codes	Pay Band	Grade Pay
1.	Assistant Registrar	03 [2 -UR, 1- OBC]	101 for UR 102 for OBC	PB-3	Rs. 5400
2.	Medical Officer (lady)	01 (UR)	201	PB-3	Rs. 5400
3.	Nurse	01 (UR)	301	PB-2	Rs. 4600
4.	Technical Assistant	02 [01-UR, 01-OBC]	401 for UR 402 for OBC	PB-2	Rs. 4200
5.	Lab Technician	02 [01-UR, 01- ST]	501 for UR 502 for ST	PB-2	Rs. 4200
6.	Office Superintendent	05 [03 –UR, 02-OBC]	601 for UR 602 for OBC	PB-2	Rs. 4200
7.	Office Assistant (Multi-Skill)	07 - [05 –UR, 2- OBC] Out of 5 UR posts, One post is reserved for Persons With Disabilities (PWD) - OH	701 for UR 702 for OBC	PB-1	Rs. 2800
8.	Lab Assistant	10 [05-UR, 03-OBC 02 –ST]	801 for UR 802 for OBC 803 for ST	PB-1	Rs. 2800

Relaxation in age limit for candidates belonging to the categories of SC/ST/OBC/PWD/Ex-servicemen and women [widows, divorced women who are not re-married and women judicially separated from their husbands] will be as per Government of India rules.

Application form and details may be downloaded from the Institute website (www.iisermohali.ac.in).

LAST DATE OF RECEIPT OF THE COMPLETED APPLICATION : 02.06.2017 (5.00 PM)

The Essential, Desirable Qualifications and experience for the above post, as per the Serial number are as under:

1.	Post Codes No.	101 (2- UR) and 102 (1-OBC)
	NAME OF THE POST	ASSISTANT REGISTRAR
	Scale of the Pay	PB-3-Rs. 15600-39100 with Grade Pay Rs. 5400/- (Group “A”)
	Essential Qualifications	Masters’ degree in any discipline with at least 55% marks or its equivalent grade from a recognized university/Institute with excellent academic record. Candidates should have working knowledge of computer.
	Experience	At least 3 years of experience in Central /State Government organisation/Govt. Autonomous Bodies/Government Educational and Research Institute of National repute, holding a regular position with the minimum Grade Pay of Rs. 4200/- in PB-2 (as per Sixth CPC) in the field of Administration/ Academics/ Finance/ Audit/Stores & Purchase section.
2.	Post Code No.	201
	NAME OF THE POST	MEDICAL OFFICER (LADY) – GROUP “A”
	Scale of the Pay	PB-3-Rs. 15600-39100 with Grade Pay Rs. 5400/- + NPA as applicable
	Essential Qualifications	MBBS.
	Desirable Qualification	Masters’ Degree or PG Diploma in General Medicine/OBG
3.	Post Code No.	301
	NAME OF THE POST	NURSE
	Scale of the Pay	PB-2-Rs. 9300-34800 with Grade Pay Rs. 4600/-
	Age Limit for UR positions	32 Years.
	Essential Qualifications	B.Sc. (Nursing) from a recognized University/Institution
4.	Post Code No.	401 (1 –UR) and 402 (1-OBC)
	NAME OF THE POST	TECHNICAL ASSISTANT
	Scale of the Pay	PB-2-Rs. 9300-34800 with Grade Pay Rs. 4200/-
	Age Limit for UR positions	32 Years.
	Essential Qualifications & Experience	B.Sc. in Biology or Chemistry with at least Two years’ working experience in Central /State Government organisation/Govt. Autonomous Bodies/ Educational and Research Institute.
5.	Post Code No.	501 (1 –UR) and 502 (1-ST)
	NAME OF THE POST	LAB. TECHNICIAN
	Scale of the Pay	PB-2-Rs. 9300-34800 with Grade Pay Rs. 4200/-
	Age Limit for UR positions	32 Years.
	Essential Qualifications & Experience	B.E. or B.Sc. in Biology or Physics with at least Two years’ working experience in Central /State Government organisation/Govt. Autonomous Bodies/ Educational and Research Institute
	Desirable Qualification & Experience	Having experience in handling sophisticated instruments such as FACS/CONFOCAL etc. in Biology.

6.	Post Code No.	601 (3 –UR) and 602 (2-OBC)
	NAME OF THE POST	OFFICE SUPERINTENDENT
	Scale of the Pay	PB-2-Rs. 9300-34800 with Grade Pay Rs. 4200/-
	Age Limit for UR positions	32 Years.
	Essential Qualifications & Experience	Masters’ degree in any discipline (with at least 50% Marks) OR , Bachelors’ Degree in any Discipline (with at least 50% Marks) with 2 years’ experience in the field of Accounts/ Stores & Purchase area in any Central /State Government organisation/Govt. Autonomous Bodies/Government Educational and Research Institute.
	Desirable	Working experience in Administration/Academic Offices/Stores & Purchase Area of Govt. organisation.
7.	Post Code No.	701 (5 –UR) and 702 (2-OBC) Out of 5-UR posts, One post is reserved for PWD-OH
	NAME OF THE POST	OFFICE ASSISTANT (MULTI-SKILL)
	Scale of the Pay	PB-1-Rs. 5200-20200 with Grade Pay Rs. 2800/-
	Age Limit for UR positions	32 Years.
	Essential Qualifications & Experience	1. Bachelors’ degree in any discipline with At least Two years’ relevant experience in Central /State Government organisation/Govt. Autonomous Bodies/Government Educational and Research Institute 2. Knowledge of Computer Applications
8.	Post Code No.	801 (5 –UR), 802 (3-OBC) and 803 (2-ST)
	NAME OF THE POST	LAB. ASSISTANT
	Scale of the Pay	PB-1-Rs. 5200-20200 with Grade Pay Rs. 2800/-
	Age Limit for UR positions	32 Years.
	Essential Qualifications	Bachelors’ degree in Physics/Chemistry/Biology.
	Desirable	At least Two years’ working experience in teaching laboratory in Government Educational and Research Institute. Experience in handling various instruments like UV/VIS, FTIR, Fluorimeter, AAS, GC, HPLC Scanning Electron Microscopy (SEM).etc.

GENERAL CONDITIONS:

1. The applicant must be a citizen of India.
2. The appointment is in Indian Institute of Science Education and Research (IISER), Mohali which is a Institute of National importance under Ministry of Human Resource Development, Government of India.
3. 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 applications. They are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down for various posts 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 interview/test. **The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. The candidate should, therefore, mention in the application 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.**

4. 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, 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, wherever necessary, **are liable to be rejected**.
5. **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.
6. The date for determining the upper age limit, qualifications and /or experience shall be the closing date prescribed for receipt of completed applications.
7. **Persons with Disabilities (PWD) fulfilling the eligibility conditions prescribed under Government of India instructions are encouraged to apply.**
8. The numbers of vacancies are provisional and may vary depending on the requirement of the institute/circumstances prevailing at the time of issue of offer of appointments.
9. 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, will be final and binding on the candidates.
10. 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.
11. **NO INTERIM ENQUIRY OR CORRESPONDANCE SHALL BE ENTERTAINED.**
12. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
13. The last date for receipt of applications shall be the date for determining the upper age limit & qualifications required.

RELAXATIONS:

- a. The upper age limit is relaxable up to 05 [five] years for Scheduled Caste [SC]/Scheduled Tribe [ST] and 03 [three] years for Other Backward Class [OBC] candidates, as per Government of India orders in force, only in respect of those cases where the posts are reserved for these respective categories, on production of relevant original certificate in the prescribed format signed by the specified authority, at the time of interview [*attested copies of the certificates to be enclosed to the application, as required*]. **SC/ST/OBC candidates who apply against the posts not reserved for them are not eligible for age relaxation in respect of such posts and they are treated on par with general candidates in respect of their selection** [*Application Fee Exemption is, however, applicable for SC and ST candidates in such cases*].
- b. In respect of widows, divorced women and women judicially separated from their husbands and who are not re-married, the upper age limit is relaxable up to the age of 35 years (upto 40 years for members of Scheduled Caste/Scheduled Tribe and 38 years for OBC candidates) but no relaxation of educational qualification or method of recruitment.
- c. Age relaxation to **Persons with Disability (PWD)**: Age relaxation of 5 [five] years is allowed [*total 10 years for SC/ST and 8 years for OBC candidates*] to PWDs which consist categories of Blind [Blindness or Low Vision], Deaf-Mute [Hearing Impairment] and Orthopedically Handicapped [Locomotor Disability or Cerebral Palsy] in respect of appointment to Group 'A' posts/services. *Relaxation in age-limit shall be applicable irrespective of the fact whether the post is reserved for them or not, provided the post is identified suitable for persons with disabilities since this is a horizontal reservation.*
- d. Relaxation of five years will also be permissible to those persons who had ordinarily been domiciled in the Kashmir Division of the State of Jammu and Kashmir during the period from 01-01-1980 to 31-12-1989 subject to production of relevant certificate from the concerned authority.
- e. Age relaxation for ex-servicemen, Disabled Defense Services Personnel and the meritorious sportspersons will be made applicable 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. For payment of non-refundable Application Fee, the candidates are required to submit a crossed **Demand Draft for Rs.100/- [Rupees One Hundred Only] drawn on any Nationalized/Scheduled bank in favour of “The Registrar, IISER Mohali payable at Mohali”**
The candidates belonging to categories of SC/ST/PWD [Physically Handicapped]/Women are exempted from payment of application fee.
3. The following details must also be filled up on back side of the Demand Draft **(i) Candidate's Name (ii) Candidate's Category (iii) Post Code Number/Advertisement No. of the Post Applied For.**
4. The Application forms duly filled in the prescribed form 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, along with recent passport size self-signed photograph affixed on the application form + one more to be stapled, as required with Demand Draft for Application Fee (*wherever applicable*), as required above, should be sent to the to **“The Registrar, Indian Institute of Science Education and Research (IISER), Mohali, Sector- 81, Knowledge City, S.A.S. Nagar, P.O Manauli, Mohali, Punjab – 140306 by 02.06.2017 (05.00 P.M)”** positively.
5. **The envelope containing the complete application must be superscribed as “Application for the post of ----- under Post Code-----”**
6. 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.
7. 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 and that the applicant, if selected, will be relieved within one month of the receipt of the appointment order. 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*
8. Candidates applying for more than one post or post code, should submit Separate Application Form for each post /post code along with a separate Application Fee indicating clearly Post Code No. and Advertisement No. on the top of the envelop. Single application for more than one post code will be rejected.
9. 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, DD not in favour of “The Registrar, IISER, Mohali” or incomplete in any manner) will not be entertained and will be summarily rejected.
10. 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.

Registrar, IISER Mohali