



# 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)

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Advt. No. IISER M/ NF (4)/Regular/2022

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## गैर संकाय पदों के लिए भर्ती/ RECRUITMENT FOR NON-FACULTY POSITIONS

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 लिए 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 नियमित आधार पर निम्नलिखित रिक्त 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 regular basis:-

1	पोस्ट कोड/Post Code	101
2	पद का नाम /NAME OF THE POST	चिकित्सा अधिकारी (महिला) - ग्रुप "ए"/ MEDICAL OFFICER (LADY) – GROUP "A"
3	पदों की संख्या /Number of posts	01 अनारक्षित/(UR)
4	अनारक्षित पद के लिए ऊपरी आयु सीमा / Maximum age Limit for UR position	35 वर्ष /years
5	वेतनमान /Scale of the Pay	वेतन स्तर -10 (रु 56100-177500) + सरकार के निर्देश अनुसार एनपीए। - समूह "ए"/ Pay Level-10 (Rs.56100-177500) + NPA as per Govt. instructions – Group "A"
6	आवश्यक योग्यता / Essential Qualifications	<p><b>आवश्यक /Essential:</b></p> <p><b>शैक्षणिक योग्यता/Educational qualification:</b></p> <p>एमबीबीएस डिग्री या समकक्ष योग्यता भारतीय चिकित्सा परिषद अधिनियम, 1956 (1956 का 102) के अनुसूचियों में से किसी एक में शामिल है और एक राज्य चिकित्सा रजिस्टर या भारतीय चिकित्सा रजिस्टर में पंजीकृत होना चाहिए।</p> <p>MBBS Degree or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register.</p> <p><b>वांछनीय / Desirable:</b></p> <p>स्नातकोत्तर योग्यता, अधिमानतः सामान्य चिकित्सा में एमडी, या समकक्ष योग्यता भारतीय चिकित्सा परिषद अधिनियम, 1956 (1956 का 102) के अनुसूचियों में से किसी एक में शामिल है और एक राज्य चिकित्सा रजिस्टर या भारतीय चिकित्सा</p>

	<p>रजिस्टर में पंजीकृत होना चाहिए।</p> <p>Post Graduate Qualification, preferably MD in General Medicine, or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register.</p>
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<b>पोस्ट कोड/Post Code</b>	102
<b>पद का नाम /NAME OF THE POST</b>	कार्यालय अधीक्षक- ग्रुप " बी " - / OFFICE SUPERINTENDENT – GROUP “B” -
<b>पदों की संख्या /Number of posts</b>	कुल पद/ Total Posts 4 (03 अनारक्षित /(UR) 01 ओबीसी एनसीएल/(OBC-NCL)
<b>अनारक्षित पद के लिए ऊपरी आयु सीमा / Maximum age Limit for UR position</b>	<p>30 वर्ष / years</p> <p>केंद्र सरकार द्वारा जारी निर्देशों या आदेशों के अनुसार विभागीय उम्मीदवारों के लिए पांच साल तक की छूट</p> <p>Relaxable for departmental candidates up to five years in accordance with the instructions or orders issued by the Central Govt</p>
<b>वेतनमान /Scale of the Pay</b>	वेतन स्तर -6 (रु 35400-112400) - समूह " बी"/ Pay Level-6 (Rs. 35400-112400)– Group “B”
<b>आवश्यक योग्यता / Essential Qualifications</b>	<p><b>आवश्यक /Essential:</b></p> <p><b>शैक्षणिक योग्यता/Educational qualification:</b></p> <p>i) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से किसी भी विषय में प्रथम श्रेणी स्नातक की डिग्री या इसके समकक्ष। या कम से कम 50% अंकों के साथ किसी भी विषय में मास्टर डिग्री या इसके समकक्ष ग्रेड।</p> <p>ii) कंप्यूटर अनुप्रयोगों अर्थात् वर्ड प्रोसेसिंग, स्प्रेड शीट का ज्ञान।</p> <p>i) First Class Bachelor’s Degree or its equivalent from a recognized University or Institute in any discipline. Or Master's degree in any discipline with at least 50% marks or its equivalent grade.</p> <p>ii) Knowledge of Computer applications viz., word processing, Spread Sheet.</p>

1	<b>पोस्ट कोड/Post Code</b>	103
2	<b>पद का नाम /NAME OF THE POST</b>	कार्यालय परिचारक / Office Attendant - ग्रुप " सी " - GROUP “C”
3	<b>पदों की संख्या /Number of posts</b>	01 अनारक्षित /(UR)
4	<b>अनारक्षित पद के लिए ऊपरी आयु सीमा / Maximum age Limit for UR position</b>	27 वर्ष /years

5	वेतनमान /Scale of the Pay	वेतन स्तर -1 (रु 18000-56900) / Pay Level-1 (Rs. 18000-56900)
	आवश्यक योग्यता / Essential Qualifications	<p><b>आवश्यक शैक्षणिक योग्यता /Essential Educational qualification:</b></p> <p>किसी मान्यता प्राप्त बोर्ड से सीनियर सेकेंडरी (10+2)</p> <p>Senior Secondary (10+2) from a recognized board</p> <p><b><u>वांछनीय / Desirable:</u></b></p> <p>केंद्र सरकार / राज्य सरकार / सार्वजनिक उपक्रम / राज्य / केंद्र के स्वायत्त निकायों में परिचारक के रूप में एक वर्ष का कार्य अनुभव । केंद्रीय / राज्य सरकार के शैक्षिक संस्थान / विश्वविद्यालय में कार्य अनुभव को प्राथमिकता दी जाएगी। कार्य अनुभव नियमित /संविदा पर /आउटसोर्स के आधार पर मान्य होगा।</p> <p>One year working experience as attendant in Central Govt /State Govt/PSUs/Autonomous Bodies of State /Centre preferably in Central/State Govt Educational Institute/University. The Experience on regular /contractual or on outsourced basis shall be considered.</p>

**Last date of submission of application forms is 07-04-2022 up to 5.00 p.m.**

**GENERAL CONDITIONS:**

1. The applicant must be a citizen of India.
2. All the above positions are regular.
3. 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. 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.**
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 (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 **is 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 written test/interview.
6. **Persons with Disabilities (PwD) fulfilling the eligibility conditions prescribed under Government of India instructions are encouraged to apply.**
7. Experience for the positions mentioned in the advertisement will be reckoned from the date of acquiring the qualification prescribed for the position.
8. 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.
9. 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.
10. The number of vacancies indicated in the notification is tentative. IISER Mohali reserves the right to increase

or decrease the number of advertised posts at the time of selection. Further, IISER Mohali also reserves the right NOT to fill any of the post advertised.

**11. NO INTERIM ENQUIRY OR CORRESPONDENCE 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 qualifications prescribed shall have been obtained from recognized Universities/Institutions.
14. Applications received through email/incomplete/not on prescribed format/ unsigned/not having attached educational qualification/ experience documents will not be entertained/accepted.
15. 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.
16. 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.
17. 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.
18. The last date for receipt of applications shall be the date for determining the upper age limit, qualifications and experience.
- 19. The Institute may conduct the written test/trade test for the post, in view of the number of applications received for the post.**
- 20. Relaxation/concessions of age:**
  - a) The maximum age limit for the post shall be the same as mentioned above against the post. The age shall be determined as on the last date of the submission of the application form, mentioned in the advertisement.
  - b) Age is relaxable for 5 years for SC/ST candidates and 3 years for OBC-NCL candidates.
  - c) Age relaxation to the departmental candidates will be in accordance with the instructions or orders of the GoI.
  - d) Candidates belonging to other eligible categories shall have relaxation as per GoI norms.
  - e) The Institute follows the reservation norms as per GoI rules for SC/ST/OBC-NCL/PwD/EWS. Candidates seeking reservations benefits available for SC/ST/OBC-NCL/PwD/EWS must ensure that they are entitled to such reservation as per eligibility prescribed by GoI in support of their claim at the time of application. PwDs will be entitled to all exemptions, relaxations benefit as per GoI guidelines.

**HOW TO APPLY-**

1. Application Form may be downloaded from the Institute website ([www.iisermohali.ac.in](http://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 with self-attested copies of the certificates, mark sheets, testimonials in support of age, education qualifications, experience, caste/ community/ class (if applicable), along with 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 \_\_\_\_\_ and Post Code \_\_\_\_\_”.**
- 4. Applicant is required to send the synopsis by email to [recruitment@iisermohali.ac.in](mailto:recruitment@iisermohali.ac.in). While sending the synopsis sheet duly filled, it should remain editable.**
5. 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.
6. 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.

7. 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.
8. 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.
9. **If there is any corrigendum/addendum, it shall be published on Institute's website only.**
10. **Candidates must pay online application fee of Rs. 500/- for GEN/OBC-NCL/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 online 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 payment link is given below: -**

**<https://eazypay.icicibank.com/eazypayLink?P1=EMPJWMfJDE0/Xct1azDM3w==>**

**कुलसचिव आईआईएसईआर मोहाली/ Registrar IISER Mohali**