राष्ट्रीय विज्ञान शिक्षा एवं अनुसंधान संस्थान, भुवनेश्वर

(परमाणु उर्जा विभाग, भारत सरकार का एक स्वयं शासित संस्थान)

NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH, BHUBANESWAR

(AN AUTONOMOUS INSTITUTE UNDER DEPT. OF ATOMIC ENERGY, GOVT. OF INDIA)

Vacancy Advertisement for Recruitment of Non - Academic Positions

Advt. No.: Estt./Rct.-NA/01-2012   **Closing Date: 31.03.2012**

National Institute of Science Education and Research (NISER) has been setup at Bhubaneswar by the Department of Atomic Energy, Government of India as a unique institution of its kind pursuing undergraduate and post-graduate education in sciences combined with frontline research. NISER is presently functioning from its own academic building situated within the campus of Institute of Physics in Bhubaneswar city. The main campus of NISER Bhubaneswar is under construction at Jatni in a sprawling 300 acres of land on the outskirts of Bhubaneswar. It will be a fully residential campus with all modern living amenities including children's school, health centre, banking facilities etc.

NISER invites applications from the eligible citizens of India for the following Non-Academic Positions to be filled by Direct Recruitment on regular basis.

Post Code	Post	Category wise details of vacancies						Pay Details
		Gen.	OBC	SC	ST	PWD	Total	
01	Scientific Officer 'E'	01	-	-	-	-	01	PB-3: 15,600 – 39,100 Grade Pay: 7,600/- Initial Basic Pay: 29,500/-
02	Scientific Officer 'C' (Veterinary)	01	-	-	-	-	01	PB-3: 15,600 – 39,100 Grade Pay: 5400/- Initial Basic Pay: 21,000/-
03	Assistant Personnel Officer	03	01	01	-	-	05	PB-2: 9,300 – 34,800 Grade Pay: 4,600/- Initial Basic Pay: 17,140/-
04	Assistant (Hindi)	01	-	-	-	-	01	PB-2: 9,300 – 34,800 Grade Pay: 4,200/- Initial Basic Pay: 13,500/-
05	Operator	07	01	02	05*	01	16	PB-1: 5,200 – 20,200 Grade Pay: 2,000/- Initial Basic Pay: 8,460/-

including Back-log Vacancy of 2 Posts

In addition to the basic salary, NISER employees are entitled for the allowances as admissible to the Central Government Employees stationed at Bhubaneswar.

Details of essential & desirable qualifications, age, and required experience:

Post code: 01: Scientific Officer 'E'

Essential:

a) A Ph.D. Degree in Chemistry from a recognized University/institution with minimum 60% marks or equivalent grade at post-graduation and graduation level.

b) Minimum of 4 years of experience in teaching / research / lab infrastructure development after PhD in an educational institution of a national repute.

c) **Age:** Not more than 36 years as on 31.03.2012

Post code: 02: Scientific Officer 'C' (Veterinary)

Essential:

a) Bachelor's degree in Veterinary Science (B.V.Sc.) from a recognized university/institution with minimum 60% marks or equivalent grade along with the minimum two years experience of handling & managing facility with small animals (Mice, Rats & Chicks), surgical procedure with mice/rats/ chicks, disease / infection & challenge procedure for animal experiments, and proper disposal of animals preferably the in the animal laboratory of an educational institution / research organization of a national repute. **OR**

b) Masters degree in Veterinary Science (M.V.Sc.) from a recognized University/institution with minimum 60% marks or equivalent grade along with one year experience of handling & managing facility with small animals (Mice, Rats & Chicks), surgical procedure with mice/rats/ chicks, disease / infection & challenge procedure for animal experiments, and proper disposal of animals preferably the in the animal laboratory of an educational institution / research organization of a national repute.

c) **Age:** Not more than 35 years as on 31.03.2012

Post code: 03: Assistant Personnel Officer

Essential:

a) Master's degree in Science / Commerce/MBA(Finance) with at least 55% marks or equivalent grade.

b) Minimum 8 years of working experience in the areas of,

   (i) **For Academic Function** (2 Posts)**:** Academic, Administration in an institution of national repute under Central Govt./State Govt./ PSUs/Autonomous bodies/Universities/etc.

   (ii) **For Finance and Accounts Function** (2 Posts)**:** Finance & Accounts in the area of auditing of autonomous institutions/budgeting/ finalization of accounts/income tax rules/bank reconciliation and familiarity in the use standard finance software package for maintenance of vouchers & journals, rules and regulations for accounting of stores, purchase and works in an institution of national repute under Central Govt./State Govt./ PSUs/Autonomous bodies/Universities/etc.

       (iii)   <u>**For Stores and Purchase Function**</u> (1 Post)**:** Stores & Purchase/materials management/inventory control, etc., in an institution of national repute under Central Govt./State Govt./ PSUs/Autonomous bodies/Universities.

c) Diploma in Computer Application

d) Age: Not more than 35 years as on 31.03.2012

Desirable:
i) Candidates having knowledge of academic records management/academic administration of an educational institution of national repute, shall be given preference for Academic functions.

ii) Candidates having CA (Final)/ICWA (Final)/SAS Passed/ Knowledge of financial records management of an educational institution of national repute, shall be given preference for Finance and Accounts functions.

iii) Candidates having Degree/Diploma in Materials Management/Inventory Control/ Knowledge of Stores management/Inventory Control/usage of specialized software for Stores & Purchase/etc. of an educational institution of national repute, shall be given preference for Stores and Purchase functions.

* For Post Code: 3: Applicants have to mention their area of specialisation on the application form i.e (i) For Academic Function, (ii) For Finance and Accounts Function, (iii) For Stores and Purchase Function, as per the essential requirements mentioned against each function.

* **However, Director, NISER reserves the right to place deserving candidates for any other function/requirement, irrespective of their area of specialization.**

Post code: 04 – Assistant (Hindi)

Essential:

a) Master's Degree of a recognized University in Hindi/English, **with** English/Hindi as a main subject at degree level. **OR**

Master's degree of a recognized University in any subject **with** Hindi & English as main subjects at degree level. **OR**

Master's degree of a recognized University in any subject **with** Hindi / English medium and English / Hindi as a main subject at degree level. **OR**

Master's degree of a recognized University in Hindi/English or in any other subject **with** Hindi/English medium, with English/Hindi as main subject or a medium of examination at degree level. **OR**

Bachelor's degree with Hindi and English as main subjects or either of the two as medium of examination and the other as main subject plus recognized Diploma/Certificate course in translation from Hindi to English and vice-versa or two years experience of translation work from Hindi to English and vice-versa in Central / State Government offices including Government of India Undertaking.

b) Working experience in translation from English to Hindi and vice-versa in Central or State Government offices including autonomous institutions/PSUs.

c) **Age:** Not more than 28 years as on 31.03.2012

Desirable:

i) Knowledge of typing and operating Hindi application software packages on computer.

Post code: 05 – Operator

1. **For Laboratory function**(7 Posts) **:**

   Essential:

a) Bachelor's degree in Science (B.Sc.) with Chemistry or Biology or Mathematics as a major subject with at least 45% marks.

b) Minimum one year experience of assisting faculties/research scholars/students in a Chemistry/ Biology/Mathematics laboratory of an educational institution.

c) PG Diploma/Diploma in instrumentation or computer application with proficiency in usage of office packages.

d) **Age:** Not more than 27 years as on 31.03.2012

2. **For General Function** (9 Posts) **:**
   Essential:

a) Bachelor's degree in Science/Commerce with at least 45% marks.

b) One year working experience in the areas of administration & establishment / finance & accounts / academics / front office management / hospitality management.

c) PG Diploma/Diploma in computer application with proficiency in usage of office packages.

d) **Age:** Not more than 27 years as on 31.03.2012

* For Post Code: 5: Applicants has to mention their area of interest on the application form i.e (i) For Laboratory Function, (ii) For General Function, as per the essential requirement mentioned against each function.

GENERAL TERMS & CONDITIONS

1) **For Operator: All the candidates applying for the post of Operator: Post Code-5 (both for laboratory and general function), who are satisfying the prescribed essential qualification and eligibility criteria, shall have to appear for a Common Written Test (objective multiple choice type) in the areas of (a) General Intelligence & Reasoning including elementary Science (b) General Awareness (c) Numerical Aptitude and (d) English Comprehension, scheduled to be held at KIIT University Campus (Campus-4) on 20/5/2012 at 10.00 AM.**

(i) Incomplete applications are summarily being rejected, hence they have to satisfy themselves about their eligibility before applying and coming for attending the written test on the Date, Venue and Time, mentioned above for the post of Operator.

(ii) No further information regarding the written test will be sent to the eligible candidates nor will any interim queries/request in this regard, be entertained.

(iii) **However, the name and roll numbers of the eligible candidates for the written test will appear in the NISER website one week before the written test.**

(iv) The entry for the written test is restricted, hence while coming for written test the candidates are required to bring one photo identity card (PAN Card/Driving License/Voter ID/Adhar Card/BPL Card) for verification, in absence of which they will not be permitted to take the test.

(v) The candidates have to report at the venue of the test, at least one hour before the scheduled time, along with their ID Proof as mentioned above.

(vi) They have to bring their own writing materials (such as pen, pencil, eraser, etc.) for writing the test.

(vii) Use of calculators and mobile phones inside the examination hall is not permitted.

(viii) Mere qualifying the written test does not entail them to be called for the Interview.

(ix) No TA shall be paid for appearing in the written test.

(x) Only those candidates who are meeting the eligibility criteria and qualify in the written test will be called for interview at a later date.

2) Relaxation in the upper age limits to the candidates belonging SC/ST/OBC/Ex Servicemen /PWD category & candidates employed in Central/State Governments/Autonomous Bodies/Universities/PSUs will be as per Government of India rules.

3) The prescribed qualifications and experience are minimum. Mere possession of the same will not entitle a candidate to be called for test / interview.

4) The institute reserves the right to restrict the number of candidates for test/interview to a reasonable limit on the basis of qualification and experience, higher than those prescribed in this advertisement.

5) The institute reserves the right to relax any of the qualifications/experience/age bars in exceptional cases, or in case of persons already holding analogous positions in Government/Autonomous Institutions/Universities/R&D Institutions with prior approval of the competent authority.

6) The institute reserves the right to fill or not to fill the advertised vacancies.

7) The institute also reserves the right to reject any or all the applications without assigning any reasons thereof.

8) Persons working in the Central Govt./State Govt./Public Sector Undertakings/Autonomous Bodies/Central/State Universities should submit their applications through proper channel. However, in order to avoid the delay they may send an advance copy of their application along with the enclosures as required.

9) Those who are unable to submit their application through proper channel may produce No Objection Certificate (NOC) at the time of test / interview; otherwise they cannot be interviewed.

10) Candidates applying for more than one position should send separate applications & fee.

11) Before applying for a post, candidates are advised to satisfy themselves about their eligibility. No interim enquiries/correspondence/communication of any sort will be entertained on the matter.

12) Canvassing in any form or bringing any influence, political or otherwise will be treated as a disqualification.

13) Applications incomplete in any respect and not accompanied by relevant certificates/ documents / photograph/fee etc. will be summarily rejected.

14) Persons who are appointed for the above posts will be covered under New Pension Scheme as notified by the Government of India.

15) TA for the candidates appearing in the Interview shall be paid as per Rules of NISER.

How to Apply:

a) Application will be accepted strictly in the prescribed format as given below.

b) One recent colour passport size self attested photograph should be affixed on the space given in the application form and two additional same photographs (without attestation) should be enclosed along with the application form.

c) Applications should be accompanied with a non-refundable demand draft of Rs. 200/- drawn in favour of **"THE DIRECTOR, NISER"** payable at Bhubaneswar towards application fee. Candidates are advised to write their name and post applied for on the backside of the demand draft.

d) SC/ST/PWD/Women candidates are not required to pay any application fee.

e) Attested copy of the certificate in support of claim for reservation & relaxation under SC/ST/OBC should be attached along with the application form. OBC candidates should furnish the caste certificate in the prescribed format issued by the Department of Personnel & Training through OM dated 2.7.1997 as prescribed in Annexure 1 of the said O.M to the effect that they are not in the creamy layer, failing which their claim for OBC will not be accepted.

f) The outer **cover of the application should be superscripted as "Application for the post of "name of post……..post code…………area of function………….(only for Post Code:3 & 5 only)" vide Advertisement No. Estt./Rct.-NA/01/2012"**.

g) The application form complete in all respect along with the attested copies of relevant certificates in support of educational/technical qualifications, age and experiences etc. must reach in a sealed envelope to the **Recruitment Cell**: **Administration Section, NISER** in the address given below **on or before March 31, 2012**. No applications will be received by hand. At any case NISER will not be responsible for any postal delay.

National Institute of Science Education & Research,
Institute of Physics Campus,
Sachivalaya Marg, P.O. : Sainik School,
Bhubaneswar - 751 005, Orissa, India

DIRECTOR

राष्ट्रीय विज्ञान शिक्षा एवं अनुसंधान संस्थान, भुवनेश्वर
National Institute of Science Education and Research Bhubaneswar

चयन द्वारा सीधी भर्ती हेतु आवेदनपत्र
APPLICATION FORM FOR DIRECT RECRUITMENT BY SELECTION

Advt. No:_____Post code_____ Post applied for_____

_____Area of Function (for post code: 3 & 5 only)_____

Space for attested recent coloured passport size photograph of the candidate

1. Name in full (BLOCK letters)_____

2. Date of Birth_____ Age as on 31.03.2012: Years:_____

3. Father's/Husband's Name _____

4. Present Address for Communication _____

_____Pin Code _____

Tel. No._____ Mobile No._____ Email_____

5. PermanentAddress_____

_____Pin Code_____

6. Nationality _____ _____ **7.** State of Domicile:_____

8. Gender: Male / Female (Put check as applicable)   **9.** Marital Status:_____

10. Category : GEN / SC / ST / OBC (non-creamy layer)/ PWD / Ex. Servicemen:_____

11. Details of Application Fee: D.D. No.:_____ Date_____ Amount_____/-

Name of issuing bank_____ Branch Name: _____

12. Educational Qualifications **(Matriculation onwards in chronological order, if required attach separate sheet)**
    Attach the self attested photocopies of mark sheets & certificates in support of the entries made hereunder:

Sl. No.	Examination/Degree	Year	Name of College/ University/ Board	Passing Division or Final Grade	%of Marks	Major subjects

13. Details of Employment: (**starting with the most recent)** - *Use extra sheet if needed. Please attach the appropriate certificates in support of the entries made hereunder:*

Institution	Designation	Whether permanent/ temporary/ contract	Period		Nature of Duties	Pay Scale & present basic pay
			From	To		

14. Languages you can read, write and speak?

Sl. No.	Language	Read	Write	Speak

15. Details of enclosures :

16. Declaration by the applicant:

I hereby declare that I have carefully read and understood the instructions given in the advertisement and that all the entries in this form made by me are true and correct to the best of my knowledge and belief and no relevant information has been concealed.

(Full signature of the Applicant)

Date: _____

Place: _____