



NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH

(An autonomous Institution under Department of Atomic Energy, Government of India)
Institute of Physics Campus, Sachivalaya Marg, Po- Sainik School, Bhubaneswar- 751 005
Ph.: 0674-2304000, Fax : 0674- 2304070, Website : <http://www.niser.ac.in>

AMENDMENT NOTICE

05.10.2012

It is for information of all concerned that against our advertisement No. Estt./Rct-NA/02-2012 published on 07.09.12 in Samaja, 08.09.12 in Times of India & 29.09.12 in Employment News for the post of **Deputy Controller of Accounts**, the closing date for receipt of applications is hereby extended up to **19.10.2012**. Other terms and conditions, eligibility criteria as advertised earlier will remain unchanged. The complete advertisement along with the application form is available on our web-site: www.niser.ac.in

Sd/- DIRECTOR



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)

Advertisement for the post of Deputy Controller of Accounts

Advt. No.: Estt./Rct.-NA/02-2012

Closing Date: 01.10.2012

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 post of Deputy Controller of Accounts to be filled by Direct Recruitment on regular basis. The details of the post are given below:

Name of Post: Deputy Controller of Accounts (One post, unreserved)

Pay Band - 3: 15,600 – 39,100/-

Grade Pay: 6,600/-

Initial Basic Pay: 25,350/-

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

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

Essential:

- A post graduate degree in Commerce or Management (Finance) or equivalent with at-least 55% marks or equivalent grade;
- At least 10 years of Finance & Accounts experience in Central Government or Central Autonomous bodies or a University or an institute of national repute of which minimum 5 years experience at supervisory level;

Desirable:

- Having passed Final Examination of ICAI/ICWAI or SAS Examination and ability of administering, preferably in a large educational or research institution of national importance.

OR

Officers of Centralized Accounts Cadre of DAE having a minimum regular service of eight years in PB-2 (₹9,300- 34,100) with Grade Pay of ₹4,800 or having minimum combined regular service of five years in PB-2 (₹9,300- 34,100) with Grade Pay of Rs.5,400 may also apply. Officers of similar status working in other Central Government attached and sub-ordinate offices holding analogous posts or lower posts PB-2 (Rs.9,300- 34,100) with Grade Pay of Rs.4800/ Rs.5,400 with at least 8 years / 5 years experience respectively may also apply.

Age Limit: Not more than 45 years (as on 01.10.2012)

GENERAL TERMS & CONDITIONS

- 1) Relaxation in the upper age limits to the candidates belonging SC/ST/OBC/Ex Servicemen /PWD category & candidates employed in Govt. organization will be as per Government of India rules.
- 2) The prescribed qualifications and experience are minimum. Mere possession of the same will not entitle a candidate to be called for test / interview.
- 3) 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.
- 4) 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.
- 5) The institute reserves the right to fill or not to fill the vacancy.
- 6) The institute also reserves the right to reject any or all the applications without assigning any reasons thereof.
- 7) 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.
- 8) Those who are unable to submit their application through proper channel may produce **“No Objection Certificate (NOC)”** at the time of test / interview. However, they should submit an undertaking to that effect.
- 9) Before applying for a post, candidates are advised to satisfy themselves about their eligibility. No interim enquiries/correspondences/communication of any sort will be entertained on the matter.
- 10) Canvassing in any form or bringing any influence, political or otherwise will be treated as a disqualification.
- 11) Applications incomplete in any respect and not accompanied with the relevant certificates/documents/photographs/fee etc. will be summarily rejected.
- 12) The candidate appointed to the post will be covered under **“New Pension Scheme”** as notified by the Ministry of Finance, Government of India.

How to Apply:

- a) Applications will be accepted strictly in the format as given on the pages 4 & 5 of this document.
- b) One recent colour passport size self-attested photographs should be affixed on the place given in the application form and two additional 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) Self – attested copies of the certificates in support of SC/ST/OBC/PWD etc. 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 by “Application for the post of “__name of post__” vide Advertisement No. Estt./Rct.-NA/02-2012”.
- g) The application form complete in all respect along with the attested copies of relevant certificates in support of educational qualifications, age and experiences etc. must reach in a sealed envelope to the “**Recruitment Cell**” at the address given below **on or before October 1, 2012**. At any case NISER will not be responsible for any postal delay.

**Recruitment Cell,
National Institute of Science Education & Research,
Institute of Physics Campus,
Sachivalaya Marg, P.O.: Sainik School,
Bhubaneswar - 751 005, Odisha, 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: _____ Name of Post applied for: _____

1. Name in full (BLOCK letters) _____

2. Date of Birth _____ Age as on 01.10.2012: _____

3. Father's/Husband's Name & Occupation _____

4. Mailing Address : _____

_____ Pin Code _____

Tel. No. _____ Mobile No. _____ Email _____

5. Permanent Address _____

_____ 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

An self-attested
recent coloured
passport size
photograph of the
Applicant

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

14. Details of the 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 & correct to the best of my knowledge and belief and no relevant information has been concealed.

(Full signature of the Applicant)

Date: _____

Place: _____