



NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (NISER) BHUBANESWAR

(An Autonomous Institute under Department of Atomic Energy, Govt of India)
Institute of Physics Campus, Sachivalaya Marg, PO-Sainik School, Bhubaneswar-751005
Ph-0674-2304000, Fax-0674-2304070, web:-<http://www.niser.ac.in/>

RECRUITMENT NOTICE NO. (No. :Estt.-Rct./NA/01-2015)

Applications are invited in the prescribed form through online mode for filling of various posts at NISER, Bhubaneswar as under:-

S.No	Name of the Post, Pay Band & Grade Pay and Essential eligibility criteria	Upper Age Limit*	No. of vacancies and reservation
1.	Assistant Personnel Officer (PB-2: ₹ 9,300-34,800, Grade Pay: ₹ 4600/-) Essential:- i) Master Degree in any discipline with 50% mark. ii) Minimum of 4 years experience in the areas of admin/ accounts/finance/ stores/ purchase/academic, in Govt. Institutions/ Autonomous Bodies/ Statutory Bodies/ Research and Educational Institutions of Central or State Govt. Desirable:- i) MBA (HR/Fin/System) or any other professional qualifications from a recognized University/Institution.	36 years	Total-05 Gen- 02 OBC-01 SC-01 ST-01 (Some of the reserved post includes back-log vacancy)
2.	Clerk-A (PB-1: ₹ 5,200-20,200, Grade Pay: ₹ 1900/-) Essential:- i) 12 th Standard or equivalent with minimum 50% marks from a recognized Board. ii) Computer knowledge with proficiency in MS Office package and data processing. Desirable:- i) Bachelor Degree in any discipline from a reputed and recognized University/Institution. ii) PGDCA certificate from a recognized institute.	28 years	Total-05 Gen- 02 OBC-01 SC-01 ST-01 (Some of the reserved post includes back-log vacancy)

* Upper age limit shall be determined as on last date of receipt of application

GENERAL CONDITIONS

1. The aspiring applicants satisfying the eligibility criteria in all respect can submit their application only through ON-LINE mode. The On-line registration of applications is made available on NISER website <http://www.niser.ac.in> from 10th June, 2015 10:00 AM onwards to 20th July, 2015 upto 5:00 PM.
2. The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling the eligibility criteria as on the closing date of applications, failing which their application will be rejected. No interim enquiries/ correspondences /communication of any sort will be entertained on the matter.
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 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 any of the vacancies as advertised.
7. The institute also reserves the right to reject any or all the applications without assigning any reasons thereof.
8. Canvassing in any form or bringing any influence, political or otherwise will be treated as a disqualification.
9. In case a candidate wishes to apply for more than one post, he/she is required to fill in the form separately through online mode only and pay separate application fee for each post.
10. **APPLICATION FEE:**
 - i) Rs 500/- (Rupees Five Hundred only) for Gen/OBC candidates.
 - ii) SC/ST/PWD/Women candidates are not required to pay any fee.
 - iii) Application Fee must be paid in the shape of Bank Demand Draft only, drawn in favour of 'FINANCE OFFICER, NISER' and payable at Bhubaneswar.
 - iv) **Fee once paid will not be refunded under any circumstances**
11. **AGE RELAXATION:**
 - i) Upper age limit will be determined as on last date of receipt of applications.
 - ii) Age relaxation is permissible as per Govt. of India rules.
12. Candidates applying under any of the reserved category viz. SC/ST/OBC will be considered subject to submission of Caste certificate at the time of Interview in proper format issued by the competent authority. Community should be clearly mentioned in the certificate.
OBC candidates eligibility will be based on Castes borne in the Central list of Govt. of India. OBC candidates should not belong to Creamy Layer. Their Sub-caste should match with the entries in Central List of OBC, failing which their candidature will not be considered under any of the applied reserved category and will be treated as Unreserved.
Physical Disability Certificate should be issued from a duly constituted and authorized Medical Board.
13. **HOW TO APPLY**
 - i) Only ON-LINE applications are received. The applicants should apply online through the website <http://www.niser.ac.in/>
 - ii) Before applying the candidate should ensure that he/she is fulfilling all the requisite qualification and experience.
 - iii) The candidate should have a valid email id for applying.
 - iv) The candidate should keep the following items ready before going to apply.
 - a) Soft copy (JPG file) of passport size photograph of the candidate
 - b) Scanned copy of Signature of the candidate
 - c) Demand draft of requisite value
 - v) After the final submission of application the candidate should take the printout of the online application form and send it to the following address on or before **20/07/2015** through Registered/Speed post only **with the DD** and self attested photocopies of certificates proving his/her age, qualification, caste and experience. The envelope containing the application should be superscripted as "Application for the post of _____ "name of the post" and advertisement No. _____
 - vi) The application form complete in all respect along with DD and self attested copies of relevant certificates in support of educational qualifications, age, caste and experiences etc. must reach in a sealed envelope to the "**Recruitment Cell**" at the address given below **on or before July 20, 2015. In any case NISER will not be responsible for any postal delay.**

Address of Correspondence:

Recruitment Cell
National Institute of Science Education and Research
Institute of Physics Campus, Sachivalaya Marg
PO- Sainik School, Bhubaneswar
Odisha, Pin-751005

14. GROUNDS FOR REJECTION:

- i) Application in any other mode except as described above.
 - ii) Application without DD of requisite amount.
 - iii) Application received after the last date i.e **20/07/2015**
 - iv) Application of candidates not fulfilling the minimum eligibility criteria.
 - v) Application without Experience Certificate (where experience is an essential criteria)
15. Candidates are advised to download their Admit Card from NISER website www.niser.ac.in as no admit card will be sent by post.
16. Candidates are also advised to visit NISER website and their registered email time to time for getting information regarding the recruitment process.
17. The candidates are advised to bring Admit Card downloaded from NISER website at the time of Written Test / Interview and hand over the same to the Invigilator during marking their attendance, failing which their candidature/performance in the written test/interview will not be considered.
18. All the original certificates/documents will be verified at the time of Interview. The shortlisted candidates must bring all original certificates of essential and desirable qualifications along with self attested copy of the other documents viz: i) Certificate showing the Date of Birth, ii) Caste certificate if applied under SC/ST/OBC category issued by the competent authority, iii) Disability Certificate, if applied under PWD category, iv) 'No Objection Certificate' if in regular employment, v) Experience certificate, if any.
19. Candidates working in Govt. Organisation/Autonomous Institution/PSU etc. should send their applications through proper channel.
20. Those who are in employment must submit a “**NO OBJECTION CERTIFICATE**” from the employer at the time of test/interview otherwise they will not be allowed to appear the test/interview.
21. NISER is expected to function from its permanent campus at Jatni, Khurda, Odisha.

DIRECTOR