



NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH

(An autonomous Institute under Department of Atomic Energy, Government of India)

Institute of Physics Campus, Sachivalaya Marg, Po-Sainik School, Bhubaneswar - 751005, Ph-0674-2304000, Fax- 0674-2304050, web:- <http://niser.ac.in>

ADDENDUM

The Institute has invited applications for various positions vide its advertisement No. Estt./Rct.-NA/01-2011. On review of the requirement, it has been decided to add some more vacancies of Laboratory Operators. Consequently, the vacancies as advertised vide abovementioned advertisement for **Post Code 05 – Laboratory Operator** are hereby revised as per following details:

Post Code	Post	Category wise details of vacancies				
		Gen.	OBC	SC	ST	Total
05	Laboratory Operator	02	-	01	03	06

The last date for receipt of applications is hereby extended up to May 15th, 2011 for all the positions. The other terms and conditions, eligibility criteria as advertised will remain unchanged.

REGISTRAR



National Institute of Science Education and Research

Institute of Physics Campus, Bhubaneswar

Advertisement for Non - Academic positions at NISER Bhubaneswar

Advt. No.: Estt./Rct.-NA/01-2011

Issue date: 22.03.2011

Closing Date: 30.04.2011

The 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 science combined with frontline research. NISER is being setup in a sprawling 300 acre campus about 3 km from Khurda Road Railway Station on the outskirts of Bhubaneswar overlooking Barunei Hills. It will be a fully residential campus with modern living amenities including children's school and health centre etc. Presently the NISER is functioning from its own Academic Building of about 5000 m² area within the Institute of Physics campus. It is expected to move to the main campus by the academic session of 2012-13.

NISER invites applications from the eligible citizens of India for the following Non-Academic Positions of **Scientific Officer 'D', Auditor, Junior Hindi Translator, Technicians (Library) and Laboratory Operators**, to be filled by direct recruitment on regular basis.

Post Code	Post	Category wise details of vacancies					Pay Details
		Gen.	OBC	SC	ST	Total	
01	Scientific Officer 'D'	01	-	-	-	01	PB-3: 15,600 – 39,100 Grade Pay: 6,600/- Initial Basic Pay: 25,350/-
02	Auditor	01	-	-	-	01	PB-2: 9,300 – 34,800 Grade Pay: 4,200/- Initial Basic Pay: 13,500/-
03	Junior Hindi Translator	01	-	-	-	01	PB-2: 9,300 – 34,800 Grade Pay: 4,200/- Initial Basic Pay: 13,500/-
04	Technician (Library)	02	-	-	-	02	PB-1: 5,200 – 20,200 Grade Pay: 2,400/- Initial Basic Pay: 9,910/-
05	Laboratory Operator	-	-	01	02	03	PB-1: 5,200 – 20,200 Grade Pay: 2,000/- Initial Basic Pay: 8,460/-

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

Details of Essential, Desirable Qualifications, Age, and required Experience:

Post code: 01: Scientific Officer 'D'

a) A Ph.D. Degree in Physics **with** minimum 60% marks or equivalent grade at post-graduation and graduation level. **OR**

M. Sc. Degree in Physics with 60% marks or equivalent grade at post-graduation and graduation level with minimum 2 year's post qualification experience in teaching/ research/handling of equipments and doing experiments in Physics laboratory in an educational institution of a national repute.

b) **Age:** Not more than 35 years as on 30.04.2011

Post code: 02 - Auditor

Essential:

- i) A Bachelor Degree in Commerce from a recognized university. Preference will be given to the candidates possessing ICWA or CA (Inter) qualifications.
- ii) Minimum 04 years experience at supervisory level in finance and accounts in the areas of auditing, budgeting, finalization of accounts, handling of cash, income-tax rules, bank reconciliation, familiarity in the use of standard financial package for maintaining vouchers and journals in computer, rules and regulations for accounting stores, purchase and works in central government/autonomous institutions/PSUs.

Desirable:

- i) Diploma in Material Management,
- ii) Working knowledge of MS Office and Tally,
- iii) Cash & Accounts course from ISTM, New Delhi

Age: Not more than 32 years as on 30.04.2011

Post code: 03 – Junior Hindi Translator

Essential:

- i) Possessing Master's Degree of a recognized University or equivalent in Hindi **with** English as a subject at the degree level. OR
Master's degree of a recognized University or equivalent in English **with** Hindi as a subject at the degree level. OR
Master's degree of a recognized University or equivalent in any subject **with** Hindi and English as subject at the degree level.
- ii) Minimum four years experience in translation from English to Hindi and vice-versa in Central or State Government offices including autonomous institutions/PSUs.

Desirable

- i) Recognized Diploma or Certificate course in translation from English to Hindi and vice-versa.
- ii) Knowledge of typing and operating Hindi application software packages on computer.

Age: Not more than 32 years as on 30.04.2011

Post code: 04 - Technician (Library)

Essential:

- i) A Bachelor Degree in Library Science (B. Lib.) or Library Information Science (B. LIS) with at least 50% marks or equivalent grade.
- ii) At least 2 years working experience in the Library of a reputed educational institution.

Desirable:

- i) Diploma in computer application with proficiency in usage of Library soft ware packages

Age: Not more than 27 years as on 30.04.2011

Post code: 05 - Laboratory Operator

Essential:

- i) A Bachelor Degree in Science with Physics as a major subject with at least 45% marks.
- ii) One year work experience of assisting faculties / research scholars / students in a Physics laboratory of an educational institution of a national repute.

Desirable:

- i) Diploma in instrumentation or Computer Application with proficiency in usage of office packages.

Age: Not more than 27 years as on 30.04.2011

GENERAL TERMS & CONDITIONS

- 1) The prescribed qualifications and experience are minimum. Mere possession of the same will not entitle a candidate to be called for test / interview.
- 2) 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.
- 3) The institute reserves the right for relaxation in age, educational qualification and / or experience for exceptionally meritorious candidates, with prior approval of the competent authority.
- 4) The institute also reserves the right of reject any or all the applications without assigning any reasons thereof.
- 5) Persons who will be appointed on the above posts will be covered under New Pension Scheme as notified by the Government of India, Ministry of Finance.
- 6) Persons working in the Central/State Govt./Public Sector Undertakings/central Autonomous Bodies should submit their applications through proper channel. However, they may send an advance copy of the application along with the enclosures as required.
- 7) 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.
- 8) Relaxation in the upper age limit will be as per Government of India rules.
- 9) 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.
- 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 by relevant certificates/documents / photograph/fee etc. will be summarily rejected.

How to Apply:

- a) The format of **Application Form** is given in the page 5 & 6 of this document.
- b) The outer cover of the application should be superscripted by “Application for the post of “__name of post__” vide Advertisement No. Estt./Ret.-NA/01/2011”.
- c) A recent coloured passport size photograph should be affixed on the right hand top corner of the application.
- d) 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.
- e) SC/ST/Physically Challenged/Women candidates are not required to pay any application fee.
- f) Certificate in support of claim for SC/ST/OBC for relaxation in age 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.
- g) The application form complete in all respects along with attested copies of relevant certificates in support of educational/technical qualifications, age and experiences etc. must reach in a sealed envelope to the **Registrar, NISER** in the address given below **on or before April 30, 2011**. At any case NISER will not be responsible for any postal delay.

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

REGISTRAR

National Institute of Science Education and Research

Bhubaneswar

APPLICATION FORM

Advt. No: _____ Post applied for _____

*Affix here a recent
passport size photo*

1. Name in full (BLOCK letters) _____

2. Date of Birth _____ 3. Father's/Husband's Name _____

4. Mailing Address _____

_____ Pin Code _____

Tel. No. _____

Mobile No. _____

Email _____

5. Permanent Address _____

_____ Pin Code _____

6. Marital Status _____

7. Nationality _____

8. Gender (Put check)

M

F

9. State of Domicile _____

10. Category GEN/ SC/ ST/ OBC(non-creamy layer) _____

11. Do you belong to the Physically Handicapped Category ? YES / NO (put check)

12. Details of DD :

Name of issuing bank _____

DD No _____

Amount _____

13. Educational Qualifications (Starting with highest degree obtained):

Examination/Degree	Subject(s)	Percentage of Marks/Final Grade	Name of College/ University/Board	Year

14. Details of Employment: (starting with the most recent) - Use extra sheet if needed.

Institution	Designation	Period		Nature of Duties	Basic salary last drawn and pay scale
		From	To		

I hereby declare that the information given by me in the form is correct and no relevant information has been concealed.

Date:

(Signature of the Applicant)

List of attachments :