



## National Institute of Science Education and Research (NISER) Bhubaneswar

NISER/RC/2020/NA/01

Dated 16<sup>th</sup> November 2020

### NOTICE

Advertisement for recruitment to the post of Finance Officer (FO) was published vide advertisement no. NISER/RC/2020/NA/01. It is hereby notified that, closing date for receipt of applications (hard copy) is extended up to **16<sup>th</sup> December 2020**. So desirous applicants are requested to send their applications so as to reach the Recruitment Cell NISER by the due date i.e. 16<sup>th</sup> December 2020. NISER will not be responsible for any postal delay in any manner.

FIC (Recruitment)



# राष्ट्रीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भुवनेश्वर

(परमाणु ऊर्जा विभाग, भारत सरकार का एक स्वयंशासित संस्थान)

**NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH BHUBANESWAR**  
(An autonomous Institution under Department of Atomic Energy, Govt. of India)

## Advertisement for the post of **Finance Officer (FO)** in NISER Bhubaneswar

**Advertisement No.: NISER/RC/2020/NA/01**

**Date: 01<sup>st</sup> September 2020**

**Closing Date: 16<sup>th</sup> November 2020**

National Institute of Science Education and Research (NISER), Bhubaneswar, has been setup at Jatni in Khurda District of Odisha 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. The campus of NISER at Jatni is spread over a sprawling 300 acres of land on the outskirts of Bhubaneswar. It is a fully residential campus with all modern living amenities including health center, banking facilities, etc.

NISER invites applications from the eligible citizens of India for the post of Finance Officer on **Deputation Basis**.

### **Mode of Appointment:**

Interested applicants are to be considered on deputation basis only. All the prevalent Govt. of India rules/DAE shall be followed during this recruitment. The details of the post are given below:

**Name & Number of Post:** Finance Officer (One post)

Pay Level as per VII CPC Pay matrix: - Level-13-A (Rs.131100 -216600) (i.e. PB-4 + GP Rs. 8900/- as per VI CPC)

### **Details of essential qualifications, age and experience for the post:**

- Educational Qualification: Master degree in any discipline with at least 55 % of the marks or its equivalent grade.
- Age Limit: Not more than 56 years as on **16<sup>th</sup> November 2020 (Closing Date)**.
- Experience: 15 years of experience of which at least 5 years shall be as Dy. Registrar or an equivalent post in level-12 as per VII CPC (i.e. PB-03+GP 7600/- as per VI CPC) or above grade in Govt./Govt. aided institutions / PSU is needed to be considered for deputation.

All age and experiences would be considered as on 16th November 2020 (Closing date of application).

It is requested that the application, self-attested copies of certificates, mark sheets, experience certificates from the eligible officers who can be relieved immediately on selection, may be forwarded to the undersigned in the prescribed Performa (on or before the last date) along with the following documents.

- (i) CR dossiers containing ACRs/APARs for the last five years. In case of photocopies of CR dossiers, it should be duly attested by an officer not below the rank of Under Secretary or equivalent to the Government of India.
- (ii) Vigilance / Disciplinary Clearance;
- (iii) Integrity Certificate;
- (iv) A statement showing major/minor penalties, if any, imposed during the last ten years. The statement is also required in case of 'NIL' information.

Those who could not send the application through proper channel in time due to genuine reason may send an advance copy of their application along with self-attested copies of certificates and other documents. Such candidates need to submit No Objection Certificate containing statements on vigilance/disciplinary clearance, integrity, major/minor penalties if any and CR dossiers from their current employer at the time of interview as stated above without which will not be permitted to attend the Interview.

#### **Job Profile:**

- i) He/she shall be the in-charge of Finance and Accounts section of the Institute.
- ii) He/she will be in charge of the funds received by the Institute and payments to be made by the Institute.
- iii) He/she shall prepare, in consultation with the Director, NISER the annual budget of the Institute for submission to the Board of Governors.
- iv) Any other job assigned by the competent authority from time to time.

#### **Benefits for NISER Staff:**

- In addition to the basic salary, NISER staff member are entitled to various allowances as admissible to Central Government Employees, applicable and approved by Department of Atomic Energy.

#### **Mode of Recruitment: -**

Personal Interview.

#### **General information about posts advertised:**

1. Applicants working in Govt. Organizations / Autonomous Institutions / PSU etc. should send their applications **through proper channel** or else need to submit a No Objection Certificate (NOC) from his/her parent organization without which he/she will not be allowed to appear for the interview.
2. Mere fulfilling the minimum eligibility criteria mentioned herein may not entitle a candidate to be called for interview. Institute reserves the right to fix higher criteria for short-listing of applications for recruitment. Only shortlisted candidates will be called for personal interview depending upon the number of applicants.
3. The Institute reserves the right to consider to fill or not to fill the position and or any other specialization(s). The Institute has the right to set different as well as higher norms, while short-listing, taking into account the specific requirement.
4. The Institute reserves the right to withdraw any advertised post(s) at any time without assigning any reason thereof.
5. Interview will be conducted at NISER campus, Jatni, Khurda, Odisha.

## How to apply:

- i) Applicants need to send the hard copy of duly filled in application through off line mode along with other necessary documents like self-attested copies of certificates, mark-sheets, experience certificates and CR dossiers, etc. on or before last date of receipt of the application. **These forms and documents needs to be forwarded through proper channel duly certifying on the hard copy of application by the competent authority.** The candidate can also send an advance copy of application along with other necessary documents, but he/she needs to submit NOC along with vigilance/disciplinary clearance, integrity certificate, major/minor penalty statement for last ten years, CR dossiers containing ACRs/APARs for the last five years from his/her parent organization without which he/she will not be allowed to appear for the interview.
- ii) Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. The applications are purely provisional, subject to verification of details/original documents when the candidate reports for the interview.
- iii) Before applying the candidate should ensure that he/she is fulfilling all the requisite qualification and experience.
- iv) The envelope containing the application and other documents should be super scribing as **"Application for the post of 'Finance Officer' and advertisement No. NISER/RC/2020/NA/01"**.
- v) The application form complete in all respect duly forwarded by competent authority along with self-attested copies of relevant certificates in support of educational qualifications, age, caste, experience and CR dossiers etc. must reach in the sealed envelope to the "Recruitment Cell" at the address mentioned below on or before 16<sup>th</sup> November 2020 (Closing date) through Registered Post/Speed Post only. In no case NISER will be responsible for any postal delay.

### *Recruitment Cell*

*National Institute of Science Education and Research Bhubaneswar*

*PO- Bhipur-Padanpur, Via- Jatni*

*Dist- Khordha, Odisha – 752050, India*

*e-mail: [rct\\_na@niser.ac.in](mailto:rct_na@niser.ac.in)*

## Grounds of Rejection:

- Application in any other mode except as described above.
- Application received after the last date i.e. 16<sup>th</sup> November 2020
- Application of candidate not fulfilling the eligibility criteria.
- Application without relevant self-attested copies of certificates

## ANNOUNCEMENTS:

All further announcements/details pertaining to this recruitment process will only be published / provided on NISER website <https://www.niser.ac.in> from time to time.

**Director**

# राष्ट्रीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भुवनेश्वर

NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH BHUBANESWAR

## आवेदन पत्र / APPLICATION FORM

1. पद का नाम  
Name of the Post:
2. ब्लॉक अक्षरों में नाम और पता  
Name and address in Block letters:
3. जन्म तिथि  
Date of Birth:
4. सरकार के तहत प्रारंभिक नियुक्ति की तारीख  
Date of initial appointment under Govt. rules:
5. शैक्षिक योग्यता (उच्चतम योग्यता से शुरू)  
Educational Qualification: (Starting from Highest Qualification)

| क्रमांक<br>Sl. No. | डिग्री का नाम<br>Name of the Degree | विश्वविद्यालय / संस्थान<br>University / Institute | प्रवेश वर्ष<br>Year of Entry | उत्तीर्ण होने का वर्ष<br>Year of Passing | प्रतिशत और डिविजन<br>Percentage & Division | विषय<br>Subjects Taught |
|--------------------|-------------------------------------|---|------------------------------|--|--|-------------------------|
|                    |                                     |   |                              |  |  |                         |
|                    |                                     |   |                              |  |  |                         |
|                    |                                     |   |                              |  |  |                         |
|                    |                                     |   |                              |  |  |                         |
|                    |                                     |   |                              |  |  |                         |

6. क्या पद के लिए आवश्यक शैक्षणिक और अन्य योग्यताएं संतुष्ट हैं? (यदि किसी योग्यता को नियमों में निर्धारित एक के बराबर माना गया है, तो उसी के लिए प्राधिकरण को बताएं)  
Whether educational and other qualifications required for the post are satisfied? (If any qualification has been treated as equivalent to the one prescribed in the rules, state the Authority for the same)

| योग्यता / अनुभव आवश्यक<br>Qualification/ Experience Required | योग्यता / अनुभव है<br>Qualification/Experience possessed |
|--|--|
|  |  |

7. कृपया स्पष्ट रूप से बताएं कि क्या आपके द्वारा ऊपर दी गई जानकारी के अनुसार, आप पोस्ट की आवश्यकता को पूरा करते हैं?

Please state clearly whether in the light of entries made by you above, you meet the requirement of the post?

8. रोजगार का विवरण, वर्तमान रोजगार से शुरू होने वाले कालानुक्रमिक क्रम में सजाए। (यदि नीचे के स्थान अपर्याप्त है, तो अपने हस्ताक्षर द्वारा विधिवत प्रमाणित एक अलग शीट संलग्न करें)

Details of employment, in chronological order starting from current employment

(Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient).

| मंत्रालय / विभाग / संस्थान / विश्वविद्यालय, आदि<br>Ministry/ Department/ Institute/ Universities, etc | पद का नाम<br>Post Held | आरंभ<br>From | शेष<br>To | बेसिक पे के साथ वेतनमान<br>Scale of Pay with Basic Pay | कर्तव्यों की प्रकृति / Nature of Duties Performed |
|---|------------------------|--------------|-----------|--|---|
|   |                        |              |           |  |   |
|   |                        |              |           |  |   |
|   |                        |              |           |  |   |
|   |                        |              |           |  |   |

9. वर्तमान रोजगार की प्रकृति (यानी आड़-हॉक या अस्थायी या अर्ध-स्थायी या स्थायी)

Nature of present employment i.e. ad-hoc or Temporary or quasi-permanent or permanent:

10. यदि वर्तमान रोजगार प्रतिनियुक्ति के आधार पर है, कृपया स्पष्ट करें:

In case the present employment is held on Deputation basis, please state:

- (a) प्रारंभिक नियुक्ति की तारीख:

The date of initial appointment:

- (b) प्रतिनियुक्ति पर नियुक्ति की अवधि

Period of appointment on deputation:

- (c) मूल कार्यालय / संगठन का नाम जो संबंधित हैं:

Name of the parent Office / Organization to which belong:

11. वर्तमान रोजगार के बारे में अतिरिक्त विवरण: कृपया बताएं किसके अधिनस्त काम करते हैं  
Additional details about present employment. Please state whether working under
- (a) सरकार / Government
- (b) स्वायत्त संगठन / Autonomous Organization
- (c) सरकारी उपक्रम / विश्वविद्यालय / Govt. Undertaking / Universities
- (d) अन्य / Others
12. प्रति माह कुल वेतन / Total emoluments per month now drawn:
13. क्या आप एससी / एसटी / ओबीसी / पीडब्ल्यूडी / पूर्व सैनिक / महिला हो:  
Whether belongs to SC/ST/OBC/PwD/Ex-Serviceman/Women:
14. अतिरिक्त जानकारी, यदि कोई हो  
Additional information, if any

अभ्यर्थी का हस्ताक्षर  
Signature of the Candidate

ईमेल और मोबाइल नंबर सहित पता:  
Address including email and mobile No:

आवेदन को अग्रेषित करना /Forwarding of Application:-

- (a) आवेदक द्वारा दी गई सेवा विवरण सेवा रिकॉर्ड के संदर्भ में सत्यापित किए जाते हैं और सही पाए जाते हैं।  
Service particulars given by the applicant are verified with reference to service records and found to be correct.
- (b) यह प्रमाणित है कि कोई भी सतर्कता / अनुशासनात्मक मामला या तो लंबित नहीं है या अधिकारी के खिलाफ विचार किया जा रहा है।  
It is certified that no vigilance/disciplinary case is either pending or being contemplated against the Officer.
- (c) यह प्रमाणित है कि पिछले 10 वर्षों के दौरान अधिकारी पर कोई बड़ा /मामूली जुर्माना नहीं लगाया गया है।  
It is certified that no major/ minor penalty has been imposed on the officer during the last 10 years.
- (d) यह प्रमाणित है कि अधिकारी की वफ़ादारी संदेह से परे है।  
It is certified that the Integrity of the Officer is beyond doubt.

सक्षम प्राधिकारी की मुहर के साथ हस्ताक्षर  
Signature with seal of the Competent Authority