



**National Institute of Science Education and Research
Bhubaneswar**

**Advertisement for recruitment to the Post of
Deputy Controller of Accounts**

Advertisement No.: NISER/RC/2021/NA/03

Date: 21.10.2021

Closing date: 20.12.2021

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 (DAE), 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 hospital, banking facilities, etc.

NISER invites online applications from the eligible citizens of India for the following post by Direct Recruitment on regular basis.

Post Code	Name of the Post	Category wise vacancies					Pay details
		UR	OBC	SC	ST	Total	
01	Deputy Controller of Accounts (DCA)	01	00	00	00	01	Level 11 (67700–208700) as per VII CPC pay matrix. (Earlier PB-3: 15600-39100 + Grade Pay 6600/- as per VI CPC)

Details of Essential Qualification, experience and Age:

Post Code 01:- Deputy Controller of Accounts (DCA)

Essential Qualification: CA/ICWA/Post Graduate (Specialization in respective field) with 55% marks from a recognized university.

Essential Experience: Ten years relevant experience in the broad areas of Finance and Accounts in Govt./Govt. Aided Institutions/PSU.

Age: Maximum 45 years as on the last date of receipt of online application. Age relaxation shall be given as per Govt. of India norms.

Job Profile in brief:

- The Deputy Controller of Accounts shall assist the Finance Officer of the Institute, who is the in-charge of Finance and Accounts section of the Institute.
- He/she will keep the account of various funds received by the Institute and payments to be made by the Institute and report and assist the Finance Officer in maintenance of the same.
- He/she shall assist the Finance Officer in preparation of Annual Budget of the Institute.

- He/she shall be responsible for salary of all officials, settlement of personal claims of the staff/faculty members/ students etc., investment/disbursement of funds of the Institute.
- He/she shall be responsible for attending to and settlement of query raised by various statutory audit agencies, tax and other statutory requirements.
- He/she shall be responsible for getting the preparation of audited statement of accounts in consultation with the Independent Auditors or other audit firms.
- Any other job assigned by the competent authority from time to time.

Benefits for NISER Staff:

- In addition to the basic salary, NISER staff members are entitled to the allowances as admissible to Central Government Employees at present.

Mode of Recruitment:-

Written Examination-60% + Personal Interview-40%

General information about posts advertised:

1. The candidates applying for the said post, must go through the detailed advertisement before applying and ensure that they fulfil all the eligibility criteria for the said post as laid down in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and his/her candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment. The Institute reserves the right to reject any application without assigning any reason whatsoever.
2. Applicants who are employed in Government, Semi-Government Organizations or Institutions, PSU should send their applications **“THROUGH PROPER CHANNEL”** else they will be required to produce a **“NO OBJECTION CERTIFICATE”** from their employer at the time of written examination/interview.
3. The prescribed qualification is minimum and mere fulfilling the minimum eligibility criteria mentioned herein may not entitle a candidate to be called for examination/ interview. Institute reserves the right to fix higher criteria for short-listing of applications for recruitment. Only shortlisted candidates will be called for Written Examination/Personal Interview depending upon the number of applicants.
4. 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.
5. The Institute reserves the right to withdraw any advertised post(s) at any time without assigning any reason thereof.
6. Relaxation in the upper age limit to the candidates belonging to Ex-Servicemen/PWD category (Divyaang)/Government employees/ departmental candidates will be given as per Government of India rules. Valid documents has to be submitted for it during the online application.

7. The Institute reserves the right to assign/transfer the selected candidate to any section/department within the Institute.
8. Persons who are appointed against the above post, will be covered under the National Pension System as notified by the Government of India, Ministry of Finance.
9. This advertisement should not be construed as binding on NISER to make appointment.
10. No interim enquires / correspondence / communication of any sort will be entertained on the matter.
11. Canvassing in any form and / or bringing any influence, political or otherwise, will be treated as a disqualification.
12. Examination/Interview etc. will be conducted at NISER campus, Jatni, Khurda, Odisha.
13. These posts are identified as suitable for PWD candidates (Divyaang) with Locomotive disability or Cerebral palsy under the category OA (One Arm affected), OL (One Leg affected), OAL (one Arm and One Leg affected), BL (Both Legs affected not arms) / HH (Hearing impaired) only.
14. Candidates are advised to visit NISER website and their registered email id from time to time for getting information regarding the recruitment process. Any information regarding this recruitment shall be uploaded on NISER website. Call letters shall be sent to the registered email id of shortlisted candidates only.

How to Apply:

- i) Only ONLINE applications will be accepted. The applicants should apply online through the website <http://www.niser.ac.in> **on or before 20.12.2021**. Candidates are advised to check the Institute's website <http://www.niser.ac.in> for further details and updates.
- ii) Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the date of eligibility. The on-line applications are purely provisional, subject to verification of details/original documents when the candidate reports for the written test/interview.
- iii) Before applying the candidate should ensure that he/she is fulfilling all the requisite qualifications and experiences if any.
- iv) The candidate should have a valid email ID for applying, which should remain active till the end of the recruitment process.
- v) 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) Scanned copy of essential qualifications (Certificates and Mark sheets), experience certificates, caste certificate if applicable, age proof and other supporting documents if any.
- vi) Candidates should apply ONLINE through the above mentioned website and upload the above mentioned documents.

- vii) Application fee of ₹500/- is required to be paid by the candidates for this recruitment process online through SB Collect Mode. Link for payment of application fee is given inside the online application form under the tab 'Declaration'. Candidates belonging to **SC, ST, PwD, Ex-Serviceman, Women category** are exempted from payment of application fee.
- viii) Email-id for future correspondence is recruitmentcell@niser.ac.in

GROUND OF REJECTION:

- Application in any other mode except as described above.
- Application of candidate not fulfilling the eligibility criteria.
- Application without requisite application fee excluding the exempted categories.
- Application without relevant copies of certificates, mark sheets, experience certificates, caste certificate if applicable, age proof and other supporting documents if any.

DISCLAIMER:

I. IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT A CANDIDATE DOES NOT FULFIL THE ELIGIBILITY NORMS AND/OR THAT HE/SHE HAS FURNISHED ANY INCORRECT/FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS/HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS/ARE DETECTED EVEN AFTER APPOINTMENT, HIS/HER SERVICES ARE LIABLE TO BE TERMINATED.

II. DECISION OF NISER IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF EXAMINATION, OTHER TESTS AND SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE INSTITUTE IN THIS REGARD.

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