

Advt. No.: IISER-K/Admn./NT-01/2026

Dated 22.05.2026

Recruitment Notice for Non-Teaching Position

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA is an Institute of National Importance, established by the Ministry of Education, Government of India, to promote quality education and research in basic sciences. The Institute is looking for dedicated and committed candidates to fill-up the following non-teaching position on **Direct Recruitment basis**:

| Sl. No | Name of Post | Group | Pay Level (as per 7 th CPC) | No. of Vacancies | Category | Upper Age limit |
|--------|---------------------|-------|--|------------------|----------|-----------------|
| 1 | Assistant Registrar | A | Level-10 | 01 | UR | 40 |

HOW TO APPLY

- Interested candidates who meet the eligibility criteria should **APPLY ONLINE** using the following link: <https://iiserkolnt.samarth.edu.in/index.php/site/login> . **The last date for receiving ONLINE applications is 22.06.2026, up to 5:30 pm.**
- After submission of the online application form, the printed/hard copy of the submitted form, along with the copy of all uploaded testimonials, should reach in the following address within **07.07.2026, up to 5.30 pm.** The envelope containing the application be superscribed as '**APPLICATION FOR THE POST OF ASSISTANT REGISTRAR (NT-01)**'

The Dean (Administration)

Indian Institute of Science Education and Research Kolkata

Mohanpur, Nadia District, Pin - 741246

- For any updates please visit: <https://apply.iiserkol.ac.in/jobs/> and for technical support, please write to jobs@iiserkol.ac.in

The essential, desirable qualifications and experience for post(s) mentioned above are as under:

| Name of the Post | Assistant Registrar |
|---|--|
| Number of Posts | UR-01 |
| Classification | Group 'A' |
| Scale of Pay (as per 7 th CPC) | Pay Level-10 |
| Upper Age Limit | 40 years |
| Minimum Educational qualifications and experience | <p>Educational Qualification: Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>Experience: Five years of experience in Pay Level-7 or above OR 7 years of experience at Pay Level-6 or above as Superintendent / Section Officer / Private Secretary or equivalent post in handling Administrative/ Finance & Accounting / Academic / Legal / Statutory / Audit / Stores & Purchase / Establishment matters in Central / State Government / Central / State funded Educational Institutes / Govt. Universities / Comparable Research Establishment and other Institutions of Higher Education.</p> |
| Desirable | <p>The position is for Internal Audit Section. The applicant should have experience in internal audit, finance, accounts, budgeting, and statutory compliance in Government/Autonomous Bodies/CFTIs/Higher Educational Institutions and knowledge of GoI financial rules, including GFR, FR&SR, audit, procurement, taxation, CCS Rules, financial administration. Familiarity with e-Office, ERP/SAMARTH/PFMS, computerized accounting systems, CAG/internal/statutory audits, preparation of audit replies and good drafting and communication skills.</p> |

GENERAL INSTRUCTIONS AND OTHER TERMS CONDITIONS

Pay & Benefits:

- 1) The posts are entitled to the Pay corresponding to 7th CPC Pay Matrix and carry allowances/ benefits as admissible to Central Government employees posted in Kolkata. Pay will be fixed in the Pay Level as advertised against the post.
- 2) Persons appointed in the said post will be covered under New Pension Scheme of Govt. of India and will be eligible for other benefits like Medical, LTC, etc. as per Institute/GoI norms, as amended from time to time.

General Service conditions:

- 3) Candidates must be citizens of India.
- 4) Appointment will be made on probation for a period of **one year** for all regular positions, which may be extended further as deemed necessary. During the period of probation, the services may be terminated, without assigning any reason thereof. On satisfactory completion of the probationary period the concerned incumbent will be considered for being confirmed in service.
- 5) Service conditions shall be governed by Act/Statutes/GoI orders/Service Rules and relevant Bye-Laws, and orders issued by IISER, Kolkata from time to time.
- 6) Appointment to the above post will be subject to the candidate being medically fit as per the standards prescribed for the post by IISER Kolkata and verification of character & antecedents and/or documents submitted by the candidate at the time of appointment or any time during the tenure of service. In case it is detected that the documents submitted by the candidate are fake/false or the candidate has a clandestine antecedent/background and has suppressed the said information, then his/her service shall be terminated forthwith.
- 7) The Persons with Disabilities (PwD) of following category with minimum 40% disability are eligible to apply. The Institute follows all instructions on PwBD as amended from time to time issued by the Government of India.

| Sl. No | Name of Post | Physical Requirements | Categories of Disabled suitable |
|--------|---------------------|---|---|
| 1 | Assistant Registrar | Sitting, Standing, Walking, Manipulating by fingers, Seeing, Hearing, Communication | One Arm, One Leg, Blind, Low Vision, Hearing Impaired |

Note: Categorization of PwBD (a, b, c, d & e sub-categories):

- a) blindness and low vision;
- b) deaf and hard of hearing;
- c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- d) autism, intellectual disability, specific learning disability and mental illness;
- e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.

Age Limit:

- 8) The Maximum age limit for the post shall be as per RCPP-2023. For Institute's employees (all categories, e.g. regular, contractual, and outsourced), there will be no upper age limit. However, at least a year of service has to remain on the last date of submission of application till superannuation of the internal candidate.
- 9) Age relaxation will be as per Government of India norms, as applicable from time to time.
- 10) Age relaxation will be given to SC/ST/OBC candidates as per Government of India norms on submission of valid community certificate, only against reserved vacancies for such categories, i.e. **no age relaxation would be available for SC/ST/OBC candidates applying**

for unreserved Post.

- 11)The community or category status of an applicant, as declared shall determine his/her eligibility for relaxation benefits with valid supporting document, if any applicable. Any subsequent change in community or category status, for any reason, shall not be recognized for the purpose of this selection process.

Qualification & Experience:

- 12)The qualification prescribed should have been obtained from recognised Universities/ Institutions.
- 13)If the qualification possessed by the candidate is equivalent, then the authority under which it has been so treated must be indicated and document(s) must be produced. Similarly, candidate should produce equivalent certificate in case of experience authenticated by the concerned office/department.
- 14)If applicant is working in IDA/ CDA and other pay scale, he/she must upload the equivalency certification as per 7th CPC Pay Matrix and produce the same at the time of document verification process and/or any other time during the selection process.
- 15)Applicants with grade/grade points (C.G.P.A./ D.G.P.A./ S.G.P.A./F.G.P.A. etc.) should write the percentage equivalent according to the formula used by their Boards/ Universities. Certification from their Boards/Universities is required in support of their claim.
- 16)Post-Graduation Degree of minimum two (02) years duration and Under Graduate Degree of minimum three (03) years duration shall be considered for further processing.
- 17)The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for interview. The Institute reserves the right to screen applications based on academic and professional attainments and shortlist who may/will be interviewed. Fulfilment of essential qualifications merely does not entitle a candidate to be called for selection process. Where number of applications received in response to the notification is large, it may not be convenient or possible for the Institute to interview all the candidates. The Institute in such case may restrict the number of candidates to be called for Written Test/Skill Test/Interview/Personal Discussion to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the notification. The candidates should therefore, furnish details of all the qualifications and experiences possessed in the relevant field, over and above the minimum qualifications prescribed along with documentary evidences. The method of short listing will be based on objective criteria, but may vary from Category to Category; depending on the number of applicants relative to the posts.
- 18)In case of any inadvertent mistake in the process of selection, which may be detected at any stage, even after the issue of the Appointment letter, the Institute reserves the right to modify/ withdraw/cancel any communication made to the candidates.
- 19)The period of experience rendered by a candidate on part-time basis or contractual or temporary basis or outsourced will not be counted while calculating the valid experience for short listing the candidates for interview.

20) Only those experiences which are relevant and acquired after the passing date of the qualifying qualification will be considered. The decision of IISER Kolkata in this regard will be final and binding.

Recruitment & Selection:

- 21) The Institute reserves the right to reject any application without assigning any reason whatsoever.
- 22) Candidature of the registered candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the notification.
- 23) It is the responsibility of the candidates to assess his/her own eligibility for the post for which he/she is applying in accordance with the advertisement. In case, it is detected at any point of time in future during process of selection or even after appointment that candidate was not eligible as per prescribed qualification, experience etc, which could not be detected at the time of selection due to whatever circumstances, his/her candidature/appointment shall be liable to be cancelled/ terminated as the case may be.
- 24) IISER Kolkata reserves the right to cancel or introduce any examination/Personal Interview/Other selection process. IISER Kolkata also reserves the right to cancel/restrict/curtail/enlarge the recruitment process and/or the selection process without any notice and without assigning any reasons thereof.
- 25) The number of unreserved/reserved posts notified may vary and IISER Kolkata reserves the right not to fill up some or all the posts notified, if the circumstances so warrant.
- 26) Calling a candidate for the interview merely indicates that it is felt that he/she, with others, may be suitable for the post and conveys no assurance whatsoever that he/she shall be recommended or selected or his/her conditions specified in the application shall be accepted.
- 27) The post will be filled as per the Recruitment Rules (RCP-2023) of IISER Kolkata.
- 28) No interim enquiries/correspondence/communication of any sort will be entertained on the matter. Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post applied for.
- 29) Records of the non-selected candidates shall not be preserved beyond six months from the date of declaration of final results. Thereafter, no queries on the subject shall be entertained.
- 30) In case of any ambiguity/dispute arises on account of interpretation in version other than English, English version will prevail.
- 31) In case of any dispute/ ambiguity/ confusion that may occur in the process of selection, the decision of the Director, IISER Kolkata, shall be final.
- 32) Any legal dispute with regard to the Selection/ Recruitment process will be subject to the courts having jurisdiction over Kolkata.

Instructions to the candidates:

33) The date of reckoning eligibility/ experience/ age will be counted on the closing date of the

online application.

- 34) Candidates should read carefully entire advertisement and relevant rules/provisions, the requisite minimum essential qualifications, age and eligibility, experience criteria, etc., laid down in the advertisement before applying for these posts. Since all the applications will be screened on the basis of data submitted by the candidate in the application form, the candidates must satisfy themselves of the eligibility for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or incorrect information, their candidature will be rejected.
- 35) Relevant experience gained after the minimum qualifying degree will only be taken into consideration. 'Relevant experience' means experience related to the area of the post advertised. The Screening cum-Shortlisting Committee will determine the relevancy of experience, and its decision shall be final and binding.
- 36) The certificates of work experience should be in proper format, i.e. it should clearly state his/her designation, period of service in the particular organisation, nature of work assignment(s) and the pay. The experience letter should be on the organisation's letterhead and bear the Date of issue, the Name and Designation of the issuing authority, along with their Signature and Stamp.
- 37) Candidates working in Central/State Government Organizations/Departments, Autonomous bodies/ PSU and Government Funded Research Agencies must send the print out of the online application through proper channel and Vigilance Certificate or produce NOC and Vigilance Certificate at the time of interview, if called for.
- 38) All correspondences (CALL LETTER, ADMIT CARD, ETC.) will be sent through email. Applicants should invariably provide active Mobile Nos. and E-mail addresses so that the Institute can contact them at short notice. Necessary information regarding short-listing of candidates, interview dates etc. shall be uploaded on the Institute's website from time to time. In case of any corrigendum/addendum pertaining to this notification, the same shall be published in the Institute's website only (<https://apply.iiserkol.ac.in/jobs/>).
- 39) All details furnished in the application will be treated as final, and no changes will be made at any stage later. The applicant will be solely responsible for the entries made in the application form.
- 40) Application incomplete in any respect and not accompanied by requisite certificates, etc., including those received after the last date, will be summarily rejected.
- 41) Kindly note that we have not authorized any agent/ agency for representing IISER Kolkata for anything related to recruitment or its processes.
- 42) IISER Kolkata strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

APPLICATION PROCESS

Interested candidates may visit the Institute's website and submit **ONLINE APPLICATION** through the website link <https://iiserkolnt.samarth.edu.in/index.php/site/login>.

The last date of submission of **ONLINE** application is **22/06/2026, up to 17:30 Hrs.**

No ONLINE applications shall be considered after the last date i.e. 22/06/2026, beyond 17.30 Hrs.

After submitting the ONLINE APPLICATIONS, candidates are required to send the hard-copy of the downloaded PDF of the filled application form along with the self-attested copies of the relevant testimonials, certificates, enclosures etc. before the last date by speed post/registered post/courier to the following address, failing which their candidature will not be considered, to:

**The Dean (Administration)
Indian Institute of Science Education and Research Kolkata
Mohanpur, Nadia District, Pin - 741246**

The last date for receiving the **Hard-Copy of the downloaded PDF of the filled application form** at IISER Kolkata is **within 07.07.2026, up to 17.30 Hrs.** The envelope containing the application be super scribed as '**APPLICATION FOR THE POST OF ASSISTANT REGISTRAR (NT-01)**'.

Application Fee: A Non-refundable fee of ₹1,000/- (application fee ₹950/- plus registration fee ₹50/-) to be paid through the payment gateway. No application fees (i.e. ₹950/-) for SC/ST/PWD/Women candidates/Ex-servicemen categories as per GOI Orders, however a registration fee of ₹50/- is to be paid.

Application fee once paid shall not be refunded under any circumstances.

No enquiries, correspondence or query will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of the Interview, selection process, etc. **Candidates are advised to visit the Institute website regularly for any updates.**

**Dean (Administration)
IISER Kolkata**