



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली
(शिक्षा मंत्रालय, भारत सरकार)

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI
(Ministry of Education, Govt. of India)

विज्ञापन सं. गै. सं. (03)/नियमित/2026
Advt. No. NF (03)/Regular/2026

दिनांक: 03.05.2026
Dated: 03.05.2026

नियमित आधार पर गैर-संकाय पदों के लिए सीधी भर्ती
DIRECT RECRUITMENT FOR NON-FACULTY POSTS ON REGULAR BASIS

भारतीय विज्ञान शिक्षा अनुसंधान संस्थान (भा. वि. शि. अ. सं.) मोहाली, एक राष्ट्रीय महत्व का संस्थान है, जिसकी स्थापना शिक्षा मंत्रालय (तत्कालीन मानव संसाधन विकास मंत्रालय) भारत सरकार द्वारा 2007 में विज्ञान के अग्रणी क्षेत्रों में स्नातक और स्नातकोत्तर स्तर के अनुसंधान करने और गुणवत्तापूर्ण विज्ञान शिक्षा और अनुसंधान प्रदान करने के लिए की गई थी। संस्थान, सीधी भर्ती के आधार पर, निम्नलिखित गैर-संकाय पदों को भरने के लिए भारत के समर्पित, प्रतिबद्ध और योग्य नागरिकों की तलाश कर रहा है।

The Indian Institute of Science Education and Research (IISER) Mohali, an Institute of National Importance, was established by the Ministry of Education, Government of India in 2007 to carry out research in frontier areas of science and provide quality Science Education & Research at the undergraduate and postgraduate levels. The Institute is seeking dedicated, committed, and eligible citizens of India to fill the following Non-Teaching posts through direct recruitment.

Sl. No.	Name of Post	Pay Level (As per 7th CPC)	Upper Age Limit	Current Vacancies					Total Vacancies
				SC	ST	OBC-NCL	EWS	UR	
GROUP- 'A' NON-TEACHING POSTS									
1	Superintending Engineer	13	56	-	-	-	-	01	01
2	Deputy Registrar	12	50	-	-	-	-	01	01
3	Deputy Librarian	12	50	-	-	-	-	01	01
4	Principal Technical Officer (Grade-II) (Lab)	12	50	-	-	-	-	01	01
5	Senior Technical Officer (IT)	11	50	-	-	-	-	01	01**(PwBD)
6	Assistant Executive Engineer (Civil/Electrical)	10	40	-	-	-	-	01	01
GROUP- 'B' NON-TEACHING POSTS									
7	Senior Superintendent	7	38	-	-	-	-	02	02
8	Library Superintendent	7	38	-	-	-	-	01	01
9	Senior Technical Assistant	7	38	-	-	-	-	01	01**(PwBD)
10	Physical Education Instructor	7	38	-	-	-	-	02	02 (1 Male, 1 Female)
11	Counsellor	7	40	-	-	-	-	01	01
12	Nurse	7	38	-	-	-	-	01	01 [§]
13	Junior Engineer (Civil/Electrical)	6	35	-	-	-	-	01	01
14	Junior Translator (Rajbhasha)	6	35	-	-	-	-	01	01
GROUP- 'C' NON-TEACHING POSTS									
15	Pharmacist	5	33	-	-	-	-	01	01
16	Junior Technical Assistant	5	33	01	-	01	01	05 [^]	08 (1 ESM)
17	Junior Office Assistant (MS)-Administration	4	33	02	-	03	01	05	11 (**1 PwBD, 2 ESM)
18	Junior Office Assistant (MS)-Accounts	4	33	01	-	-	-	02	03

19	Attendant	1	32	-	-	-	-	01	01
Total				04	00	04	02	30	40

^1 Lien vacancy until 27.09.2026

\$1 Lien vacancy until 31.03.2028

** Posts are reserved horizontally for Persons with Benchmark Disabilities (PwBD) belonging to the following categories:

a. B-Blind & LV-Low Vision

b. D-Deaf & HH-Hard of Hearing

c. OA-One Arm, BA-Both Arms, OL-One Leg, CP-Cerebral Palsy, LC-Leprosy Cured, Dw-Dwarfism, AAV-Acid Attack Victim, SD/SI-Spinal Deformity and Spinal Injury with and without associated neurological/ limb dysfunction

d. ASD(M)-Autism Spectrum Disability (Mild), MI-Mental Illness

e. MD-Multiple Disabilities (Including Deaf Blindness) involving (a) to (d) above

पदों और उनकी पात्रता मानदंडों के बारे में विवरण:

Details about the posts and their eligibility criteria:

क्रम Sl. No.	पदनाम एवं वेतनमान (7 ^{वे} के. वे. आ. के अनुसार) Name of post and pay level (as per 7 th CPC)	रिक्तियों की संख्या Number of vacancies	आयु सीमा Age limit	शैक्षणिक योग्यता एवं अनुभव Educational qualifications and experience
समूह 'क' पद/Group 'A' posts				
1	अधीक्षण अभियंता Superintending Engineer वेतन स्तर/Level 13	1 अनारक्षित / UR	56 वर्ष / Years Relaxation in age as per Clause No 29 of General Conditions	Educational Qualifications: B.E. / B. Tech. in Civil Engineering with first class or its equivalent Grade with good academic record from a recognized University/Institute. Experience: With at least 5 years regular service as Senior Executive Engineer in Pay Level-12 or equivalent or 10 years regular service as Executive Engineer in Pay Level-11 or equivalent; in Central Govt. / State Govt. / Semi- Govt. / PSU / Statutory or Autonomous organization/ Govt. University / Institution of national importance / reputed organizations under Central Govt. / State Govt. etc., dealing with the construction of building projects as per CPWD norms.
2	उप कुलसचिव Deputy Registrar वेतन स्तर/Level 12	1 अनारक्षित / UR	50 वर्ष / Years Relaxation in age as per Clause No 29 of General Conditions	Educational Qualifications: Master's degree with at least 55% marks or an equivalent grade in a point scale and; Experience: 5 years of administrative experience as Assistant Registrar in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400) or equivalent post in Government/ Government Research Establishments/ Universities/ Statutory Organizations/ Government Organization of high repute.
3	उप पुस्तकालयाध्यक्षक Deputy Librarian वेतन स्तर/Level 12 (APL)/ शैक्षणिक वेतन स्तर	1 अनारक्षित / UR	50 वर्ष / Years Relaxation in age as per Clause No 29 of General Conditions	Educational Qualifications and Experience: 1. A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point-scale, wherever the grading system is followed. 2. A Ph.D. Degree in library science/ information science /documentation /archives and manuscript-keeping. 3. Evidence of innovative library services, including the integration of ICT in a library. 4. At least 8 years as Assistant Librarian (Acad. Pay Level- 10), (should have gained experience for at least 2 years, in Acad. Pay Level-11), in the Library of any Higher Education Institute/University, Educational Institute of National importance, or any other large Scientific or Technical Institute Library.

4	<p>प्रधान तकनीकी अधिकारी (ग्रेड-II) (लैब) Principal Technical Officer (Grade-II) (Lab)</p> <p>वेतन स्तर/Level 12</p>	1 अनारक्षित / UR	<p>50 वर्ष / Years</p> <p>Relaxation in age as per Clause No 29 of General Conditions</p>	<p>Educational Qualifications: B.E. / B.Tech. or M.Sc. Degree / BS-MS, in relevant field with first class or equivalent grade (6.5 in 10-point scale) and consistently excellent Academic record.</p> <p>Experience: 5 years of relevant experience in scientific/ technical / ICT / other relevant areas in a post carrying Pay Level 11 or equivalent post.</p>
5	<p>वरिष्ठ तकनीकी अधिकारी (आई टी) Senior Technical Officer (IT)</p> <p>वेतन स्तर/Level 11</p>	1 अनारक्षित / UR (PwBD)	<p>50 वर्ष / Years</p> <p>Relaxation in age as per Clause No 29 of General Conditions</p>	<p>Educational Qualifications: B.E. / B.Tech. or M.Sc./ BS-MS Degree, in relevant field with first class or equivalent grade (6.5 in 10-point scale) and consistently excellent Academic record.</p> <p>Experience: 5 years of relevant experience in Scientific / Technical / ICT / other relevant areas in the post carrying Pay Level-10 or equivalent post</p>
6	<p>सहायक कार्यपालक अभियंता (सिविल/विद्युत) Assistant Executive Engineer (Civil/Electrical)</p> <p>वेतन स्तर/Level 10</p>	1 अनारक्षित / UR	<p>40 वर्ष / Years</p> <p>Relaxation in age as per Clause No 29 of General Conditions</p>	<p>Educational Qualifications: First class Bachelor's Degree in Civil/Electrical Engineering from a recognized University/Institute.</p> <p>Experience: 5 years of relevant experience in the Pay Level-7 or above as an Assistant Engineer in the field of construction of Institutional Building, maintenance, designing and planning of civil works as per CPWD norms.</p>
समूह 'ख' पद/Group 'B' posts				
7	<p>वरिष्ठ अधीक्षक Senior Superintendent</p> <p>वेतन स्तर/Level 7</p>	2 अनारक्षित / UR	<p>38 वर्ष / Years</p> <p>Relaxation in age as per Clause No 29 of General Conditions</p>	<p>Educational Qualifications: Master's Degree in any discipline with at least 50% marks or its equivalent grade.</p> <p>Experience: At least 5 years of experience in Pay Level-6 or above as Junior Superintendent 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 Institution of Higher Education.</p>

8	<p>पुस्तकालय अधीक्षक Library Superintendent वेतन स्तर/Level 7</p>	<p>1 अनारक्षित / UR</p>	<p>38 वर्ष / Years Relaxation in age as per Clause No 29 of General Conditions</p>	<p>Educational Qualifications: Master's Degree in Library Science/Library and Information Science with 55% marks from a recognized University. OR Master's Degree in any discipline plus a Bachelor's Degree in Library Science/Library and Information Science with 55% marks from a recognized University. Experience: 5 years of experience in the field of Library & Information Science in Pay Level-6 or above in Digital Library Management / Library Automation and Library Networking.</p>
9	<p>वरिष्ठ तकनीकी सहायक Senior Technical Assistant वेतन स्तर/Level 7</p>	<p>1 अनारक्षित / UR (PwBD)</p>	<p>38 वर्ष / Years Relaxation in age as per Clause No 29 of General Conditions</p>	<p>Educational Qualifications: B. Tech / B.E. or M.C.A. / M. Tech. / M.Sc. (CS or IT) with first class or equivalent grade OR Master's Degree in Science with at least 55% marks or its equivalent grade, in relevant discipline. Experience: The candidate should have worked for at least 5 years in Pay Level-6 of experience in Central / State Govt. / Semi-Govt. / PSU / Govt. Autonomous Organization/ Govt. Universities/ Govt. Institutes of National Importance / reputed scientific or technical organizations. Any other additional qualifications and experience / expertise as per requirement of the individual Institute, as specified from time to time in the Advertisement.</p>
10	<p>शारीरिक शिक्षा प्रशिक्षक/ Physical Education Instructor वेतन स्तर/Level 7</p>	<p>2 अनारक्षित / UR (01 Male & 01 Female)</p>	<p>38 वर्ष / Years Relaxation in age as per Clause No 29 of General Conditions</p>	<p>Educational Qualifications: 1. Bachelor's Degree in Physical Education/Sports Sciences with minimum of 55% marks or equivalent grade with relevant fulltime work experience of three years after Bachelor's Degree. Desirable: 1. Diploma in coaching from NIS or any equivalent Institute/Master's degree in Physical Education/Sports Science & should qualify in the physical fitness test in accordance with the relevant regulations of UGC as part of the selection process. 2. Applicants should have specialization in at least one sport such as Weightlifting, Tennis, Squash, Volleyball, Hockey, Swimming, Football, Cricket, Table Tennis, Badminton. 3. Medal winners in inter-university/ national games will be given preference. 4. At least one year of work experience in Govt/Autonomous Bodies or University or College.</p>

11	<p>उपबोधक / Counsellor</p> <p>वेतन स्तर/Level 7</p>	<p>1 अनारक्षित / UR</p>	<p>40 वर्ष / Years</p> <p>Relaxation in age as per Clause No 29 of General Conditions</p>	<p>Educational Qualifications: Master's Degree (with 50%) in psychology (Clinical or Counselling) or Social Work (Medical & Psychiatric) with practical experience.</p> <p>Experience: 5 years' experience in counselling students with regard to their academic and psychosocial and emotional issues in any reputed academic Institute or a reputed organization.</p>
12	<p>Nurse*</p> <p>वेतन स्तर/Level 7</p>	<p>01 (UR)</p> <p>(Lien Vacancy Up to 31.03.2028)</p>	<p>38 वर्ष / Years</p> <p>Relaxation in age as per Clause No 29 of General Conditions</p>	<p>Educational Qualifications: Master's Degree (with 50% marks) in nursing from recognized University / Institutions.</p> <p>OR First Class Degree in B.Sc. (Nursing) (4-year course) from a recognized Institute/ University.</p> <p>AND Should be registered as Nurses & Midwife in Indian Nursing Council / State Nursing Council.</p> <p>Experience: 5 years clinical experience in minimum 50 bedded hospital recognized by Central / State Govt. / Medical Council of India.</p>
13	<p>कनिष्ठ अभियंता (सिविल/ विद्युतीय) Junior Engineer (Civil/Electrical)**</p> <p>वेतन स्तर/Level 6</p>	<p>1 अनारक्षित / UR</p>	<p>35 वर्ष / Years</p> <p>Relaxation in age as per Clause No 29 of General Conditions</p>	<p>Educational Qualifications & Experience: Bachelor's Degree in Electrical/HVAC/Civil Engineering with first class from a recognized University /Institute. With at least 5 years of field experience in Civil/Electrical/HVAC works of construction/ maintenance of building projects preferably in organizations/firms dealing with works as per CPWD/PWD/Govt. norms.</p> <p>OR Diploma in Electrical/HVAC/Civil Engineering first class from a recognized University/Institute. With at least 8 years of field experience in Civil/Electrical/HVAC works of construction/maintenance of building projects preferably in organizations/firms dealing with works as per CPWD/ PWD/Govt. norms.</p>

14	<p style="text-align: center;">कनिष्ठ अनुवादक (राजभाषा)/ Junior Translator (Rajbhasha)</p> <p style="text-align: center;">वेतन स्तर/Level 6</p>	<p style="text-align: center;">1 अनारक्षित / UR</p>	<p style="text-align: center;">35 वर्ष / Years</p> <p style="text-align: center;">Relaxation in age as per Clause No 29 of General Conditions</p>	<p>Educational Qualifications: Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of an examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level. OR Two years" experience of translation work from Hindi to English and vice-versa in Central Government or State Government offices, including Government of India Undertakings or print and electronic media, publication divisions / cells / houses or agencies working for Government or reputed non-government organizations.</p> <p>Experience: At least 5 years office environment and typing skills in Hindi / English. Excellent computer skills for handling correspondence work/office files/ papers with proficiency in English & Hindi. Knowledge of translation work from Hindi to English and vice versa.</p>
समूह 'ग' पद/Group 'C' posts				
15	<p style="text-align: center;">फार्मासिस्ट / Pharmacist*</p> <p style="text-align: center;">वेतन स्तर/Level 5</p>	<p style="text-align: center;">1 अनारक्षित / UR</p>	<p style="text-align: center;">33 वर्ष / Years</p> <p style="text-align: center;">Relaxation in age as per Clause No 29 of General Conditions</p>	<p>Educational Qualifications: Bachelor's Degree (with 55%) in Pharmacy from an Institution recognized by the Central or State Govt.</p> <p>Should be registered as a "Pharmacist" under the Pharmacy Act, 1948.</p> <p>Experience: Relevant experience of 5 years as a Pharmacist at reputed minimum 50-bedded hospital/Organizations in Central Govt./State Govt./ Recognized Private Hospitals/ Nursing Homes/Pharmacies etc.</p>

16	<p>कनिष्ठ तकनीकी सहायक/ Junior Technical Assistant</p> <p>वेतन स्तर/Level 5</p>	<p>8 (UR-5[^], SC-1, OBC-NCL-1, EWS-1)</p> <p>([^]1 Lien vacancy upto 27.09.2026)</p> <p>{01-ESM Horizontal reservation}</p>	<p>33 वर्ष / Years</p> <p>Relaxation in age as per Clause No 29 of General Conditions</p>	<p>Educational Qualifications: Bachelor's Degree in Science / Technology / Engineering in relevant field with at least 55% marks.</p> <p>Experience: 5 years relevant experience in a laboratory /Academic / Research / Establishments of National / International Repute in handling scientific equipment related to the laboratories of Biological Sciences / Veterinary Sciences/Chemistry /Physics /Earth & Environmental Sciences /Computer Sciences/Electrical Engineering /Data Sciences /Chemical Engineering /Chemical Effluents treatment labs, Virtual classroom / Computer Networking and IT/E-Classroom /Audio Visual equipment/CCTV Networking etc.</p>
17	<p>कनिष्ठ कार्यालय सहायक (बहु कौशल) / Junior Office Assistant (Multi Skill)</p> <p>वेतन स्तर/Level 4</p>	<p>11 (UR-5, SC-2, OBC-NCL-3, EWS-1)</p> <p>{1- PwBD, 02-ESM Horizontal reservation}</p>	<p>33 वर्ष / Years</p> <p>Relaxation in age as per Clause No 29 of General Conditions</p>	<p>Educational Qualifications: Bachelor's Degree with 50% in any discipline with excellent computer proficiency in Office Applications like Word, Excel, Power Point etc.</p> <p>Experience: 4 years relevant experience in office environment.</p>
18	<p>कनिष्ठ कार्यालय सहायक (बहु कौशल) / Junior Office Assistant (Multi Skill)</p> <p>Initially for Accounts Section</p> <p>वेतन स्तर/Level 4</p>	<p>3 (UR-2, SC-1)</p>	<p>33 वर्ष / Years</p> <p>Relaxation in age as per Clause No 29 of General Conditions</p>	<p>Educational Qualifications: Bachelor's Degree with 50% in any discipline with excellent computer proficiency in Office Applications like Word, Excel, Power Point etc.</p> <p>Experience: 4 years relevant experience in office environment.</p>
19	<p>परिचारक / Attendant</p> <p>वेतन स्तर/Level 1</p>	<p>1 अनारक्षित / UR</p>	<p>32 वर्ष / Years</p> <p>Relaxation in age as per Clause No 29 of General Conditions</p>	<p>Educational Qualifications: Matriculation or three years Diploma from a recognized University / Institute in relevant field.</p> <p>Experience: 3 years of relevant experience in a laboratory / Academic / Research / Establishments of National / International Repute in handling scientific equipment related to the laboratories of Biological Sciences / Veterinary Sciences / Chemistry /Physics/ Earth & Environmental Sciences / Computer Sciences / Electrical Engineering / Data Sciences / Chemical Engineering / Chemical Effluents treatment labs, Virtual classroom / Computer Networking and IT / E Classroom / Audio Visual equipment / CCTV Networking / Cooking, catering etc.</p>

***Should have a valid registration (in case of Pharmacist and Nurse)**

**** For JE post merit list (on the basis of written exam) will be combined irrespective of the specialization i.e. Civil/Electrical.**

Notes:

Junior Technical Assistant (against lien vacancy) (UR-1):

1. The vacancy is against a post on which an individual holds 'Lien'. The Lien period will be upto 27.09.2026. The selected candidate has to vacate the post:
 - a) If the employee joins back during the said period/after completion of his/her Lien,
2. The Number of vacancies may be increased/decreased without any notification.
3. **All candidates are required to refer Annexure-C for further details (desirable and job description) about each post.**

Nurse (against lien vacancy) (UR-1):

1. The vacancy is against a post on which an individual holds 'Lien'. The Lien period will be upto 31.03.2028. The selected candidate has to vacate the post:
 - a) If the employee joins back during the said period/after completion of his/her Lien,
2. **All candidates are required to refer Annexure-C for further details (desirable and job description) about each post.**

Abbreviations used:

UR: Unreserved, **OBC-NCL:** Other Backward Class (Non-Creamy Layer),

SC: Scheduled Caste, **ST:** Scheduled Tribe, **EWS:** Economically Weaker Section,

PwBD: Person with Benchmark Disability, **ESM:** Ex-Servicemen

सामान्य शर्तें / GENERAL CONDITIONS:

1. आवेदक भारत का नागरिक होना चाहिए।
The applicant must be a citizen of India.
2. उपर्युक्त सभी पद नियमित हैं।
The above positions are regular.
3. चयनित उम्मीदवार को वित्त मंत्रालय, भारत सरकार द्वारा अधिसूचित राष्ट्रीय पेंशन प्रणाली (NPS) के अंतर्गत शामिल किया जाएगा।
The selected candidate will be covered under the National Pension System (NPS) as notified by the Ministry of Finance, Government of India.
4. संस्थान के पास, बिना कोई कारण बताए, ऊपर बताई गई किसी भी वैकेंसी को भरने या न भरने या आंशिक रूप से भरने का अधिकार सुरक्षित है, संस्थान के पास ज़रूरत पड़ने पर, बिना किसी और नोटिस या कारण बताए, भर्ती प्रक्रिया को रद्द करने/प्रतिबंधित करने/बदलने/संशोधित करने का अधिकार भी सुरक्षित है। इस संबंध में इंस्टीट्यूट का फैसला अंतिम होगा और इस विज्ञापन पर जवाब देने वाले सभी आवेदकों पर बाध्यकारी होगा।
The Institute reserves the right to fill or not to fill or partially fill any of the above vacancies without assigning any reasons whatsoever. The Institute also reserves the right to cancel/restrict/modify/alter the recruitment process, if required, without assigning any further notice or assigning any reasons thereof. The decision of the Institute in this regard will be final and binding on all the applicants who responded to this advertisement.
5. आवेदक को इस पद के लिए आवेदन करने से पहले विज्ञापन में निर्धारित अपेक्षित न्यूनतम आवश्यक योग्यता, आयु और पात्रता, अनुभव मानदंड आदि को ध्यान से पढ़ना चाहिए। चूंकि सभी आवेदन पत्र में उम्मीदवार द्वारा प्रस्तुत किए गए जानकारी के आधार पर ऑनलाइन आवेदनों की जाँच की जाएगी, उम्मीदवार को उस पद के लिए उपयुक्तता के बारे में संतुष्ट होना चाहिए जिसके लिए वे आवेदन कर रहे हैं कि उनके पास पद के लिए निर्धारित न्यूनतम आवश्यक योग्यताएं हैं। यह अनिवार्य है, भले ही उम्मीदवार के पास कोई अन्य उच्च योग्यता हो। पात्रता के संबंध में सलाह मांगने के लिए कोई पूछताछ पर विचार नहीं किया जाएगा।
An applicant should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for this post. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidate must satisfy themselves of the suitability for the position to which they are applying that they possess at least the minimum essential qualifications laid down for the post which are compulsory even if a candidate has some other higher qualifications. No enquiry asking for advice as to eligibility will be entertained.
6. दर्शाई गई आवश्यक योग्यता/अनुभव न्यूनतम हैं, और इनके होने मात्र से ही उम्मीदवारों को लिखित परीक्षा/कौशल परीक्षा/साक्षात्कार (यथास्थिति) के लिए बुलाए जाने का अधिकार नहीं होगा। इसलिए, उम्मीदवारों को निर्धारित न्यूनतम योग्यताओं के अतिरिक्त, संबंधित क्षेत्र में अपनी सभी योग्यताओं और अनुभव का विवरण, दस्तावेजी साक्ष्य के साथ प्रस्तुत करना होगा। संस्थान भर्ती प्रक्रिया में आगे भाग लेने वाले उम्मीदवारों की उचित संख्या को सीमित करने के लिए विज्ञापित मानदंडों के अतिरिक्त कोई भी अतिरिक्त चयन मानदंड (जैसा कि खंड 30 में विस्तृत है) अपनाने का अधिकार भी सुरक्षित रखता है।
The prescribed Essential Qualification/Experience indicated are the bare minimum, and mere possession of the same will not entitle candidates to be called for written test/skill test/interview (as the case may be). The candidates should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed, along with

documentary evidence. The Institute also reserves the right to adopt any additional shortlisting criteria (as detailed at Clause 30) over and above the advertised criteria to restrict the reasonable number of candidates participating further in the recruitment process.

7. आवेदन पत्र प्राप्त करने की अंतिम तिथि विज्ञापन में उल्लिखित पद के लिए ऊपरी आयु सीमा, योग्यता और अनुभव निर्धारित करने की तिथि होगी। निर्धारित योग्यताएं केवल मान्यता प्राप्त विश्वविद्यालयों/संस्थानों से प्राप्त की गई होनी चाहिए।

The last date for receipt of online application form shall be the date for determining the upper age limit, qualifications and experience for the positions mentioned in the advertisement. The qualifications prescribed should have been obtained from recognized Universities / Institutions only.

8. पद स्थायी हैं और उनमें प्रोबेशन पीरियड होगा (लीन वैकेंसी को छोड़कर)। ज्यादा जानकारी के लिए आवेदक इंस्टीट्यूट का स्टैच्यूट देख सकते हैं जो <https://www.iisermohali.ac.in/institute> पर उपलब्ध है।

The post(s) are permanent with a probation period (except lien vacancy). For further information the applicant may see the statute of the Institute available at <https://www.iisermohali.ac.in/institute>

9. संस्थान सेवा की अवधि सहित किसी भी समय उम्मीदवार द्वारा प्रस्तुत किए गए पूर्ववृत्त या दस्तावेजों का सत्यापन करेगा। अगर यह पता चलता है कि कैंडिडेट के जमा किए गए डॉक्यूमेंट्स नकली हैं या कैंडिडेट का पिछला रिकॉर्ड/बैकग्राउंड छिपा हुआ है और उसने यह जानकारी छिपाई है, तो उसकी सर्विस खत्म की जा सकती है।

The Institute shall verify the antecedents or documents submitted by a candidate at any time, including the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his services shall be liable to be terminated.

10. आईआईएसईआर मोहाली राष्ट्रीय महत्व का संस्थान होने के नाते, यह एक ऐसा कार्यबल बनाने का प्रयास करता है जिसमें लैंगिक संतुलन हो और जो अखिल भारतीय स्वरूप को प्रतिबिंबित करे। अतः, देश भर के उम्मीदवारों और विशेष रूप से महिला उम्मीदवारों को आवेदन करने के लिए प्रोत्साहित किया जाता है।

As IISER Mohali is an Institute of national importance, it strives to have a gender balance workforce that reflects an all-India character. Hence, candidates from all over the country and female candidates are especially encouraged to apply.

11. सभी पदों के लिए परीक्षा की योजना एवं पाठ्यक्रम की घोषणा बाद में की जाएगी।

Scheme of examination and syllabus for all posts will be announced at a later date.

12. लिखित/साक्षात्कार/कौशल परीक्षणों के लिए न्यूनतम योग्यता अंक संस्थान द्वारा तय किए गए मानक के अनुसार होंगे।

The minimum qualifying marks for Written/Interview/Skill tests will be as per the standard fixed by the Institute at its discretion.

13. अभ्यर्थियों द्वारा अर्जित योग्यताएं संबंधित पद के लिए निर्धारित योग्यताओं के अनुरूप ही होनी चाहिए। अधिसूचित योग्यता के समकक्ष होने का दावा करने वाले अभ्यर्थियों को संस्थान द्वारा मांगे जाने पर अपने दावे के समर्थन में दस्तावेजी प्रमाण प्रस्तुत करना होगा। अन्यथा, ऐसे प्रकरण अस्वीकार कर दिए जाएंगे।

Qualifications acquired by the candidates should be strictly in accordance with the qualifications prescribed for the post. Any candidate seeking a claim of equivalence of the qualifications with the notified one will have to furnish documentary evidence supporting their claim at the time of representations sought by the Institute. Otherwise, such cases will be rejected.

14. प्रतिशत की गणना के लिए समेकित अंकों (Aggregate Marks) को आधार माना जाएगा। सीजीपीए (CGPA) को प्रतिशत में परिवर्तित करना डिग्री प्रदान करने वाले संस्थान द्वारा निर्धारित सूत्र के अनुसार किया जाएगा। यदि डिग्री प्रदान करने वाले

संस्थान द्वारा कोई सूत्र निर्धारित नहीं किया गया है, तो भा. वि. शि. अ. सं. मोहाली, संस्थान के निर्णय का पालन किया जाएगा।

The aggregate marks shall be considered for calculating the percentage. Conversion of CGPA into percentage shall be as per the formula prescribed by the degree awarding Institute. If no formula is prescribed by the degree-awarding Institute, the decision of IISER Mohali will be followed.

15. संस्थान असाधारण मामलों में विशिष्ट कौशल वाले शानदार अकादमिक करियर वाले व्यक्तियों के लिए, या केंद्रीय तकनीकी संस्थान / केंद्रीय विश्वविद्यालय / केंद्रीय अनुसंधान एवं विकास संस्थान में पहले से ही सट्टा पदों पर आसीन व्यक्तियों के मामले में अनुभव में छूट देने का अधिकार सुरक्षित रखता है।

The Institute reserves the right to relax experience for persons with a brilliant academic career, with specialized skills in exceptional cases, or in the case of persons already holding analogous positions in a Central Technical Institute / Central University / Central R&D institution.

16. संस्थान को बाद में पता चलने पर वेतन, वेतन स्तर आदि में किसी भी गड़बड़ी को ठीक करने का अधिकार सुरक्षित है।

The Institute reserves the right to rectify any discrepancy in the Pay, Pay Level, etc. if found later.

17. चयन परीक्षा/कौशल परीक्षा/साक्षात्कार हेतु बुलाए गए अभ्यर्थियों को अपने आवेदन पत्र में उल्लिखित आरक्षण श्रेणी, शैक्षणिक योग्यता, अनुभव, अनापत्ति प्रमाण-पत्र (यदि लागू हो) तथा अन्य दावों के समर्थन में मूल दस्तावेज प्रस्तुत करने होंगे। मूल दस्तावेजों के बिना उम्मीदवार को चयन प्रक्रिया में शामिल होने की अनुमति नहीं दी जाएगी।

Candidates who will be called for Selection Test/Skill Test/Interview must produce original documents supporting all the particulars mentioned in their application form regarding their reservation category, educational qualification, experience, NOC (if applicable) and other claims. Without original documents the candidate will not be allowed to appear in the selection process.

18. उपर्युक्त पदों के लिए लिखित परीक्षा/कौशल परीक्षा/साक्षात्कार आईआईएसईआर मोहाली द्वारा निर्धारित संस्थान/केंद्र में आयोजित किया जाएगा।

The written/skill test/interview for the aforesaid posts will be conducted at the Institute/Centre decided by IISER Mohali.

19. अभ्यर्थियों को उनकी सेवा अवधि के दौरान सक्षम प्राधिकारी के विवेकानुसार किसी भी समय किसी भी विभाग में पदस्थापित किया जा सकता है तथा/अथवा उनका स्थानांतरण किया जा सकता है।

Candidates may be posted and/or transferred to any department at any time during their service at the discretion of the competent authority.

20. एक से अधिक पदों के लिए आवेदन करने वाले अभ्यर्थियों को प्रत्येक पद के लिए पृथक रूप से आवेदन शुल्क का भुगतान करना होगा।

Candidates applying for more than one post need to pay the application fee separately for each post.

21. उम्मीदवारों से अनुरोध है कि वे नवीनतम जानकारी के लिए संस्थान की वेबसाइट नियमित रूप से देखें।

Candidates are required to visit the institute website regularly for status updates.

22. किसी/सभी आवेदनों की पात्रता, स्वीकृति या अस्वीकृति, पात्रता मानदंड तय करने, योग्यता/वेतनमान की समकक्षता, जांच/चयन का तरीका, परीक्षा/साक्षात्कार का संचालन, रिक्ति न भरने से संबंधित सभी मामलों में सक्षम प्राधिकारी, भा. वि. शि. अ. सं. मोहाली, का निर्णय अंतिम होगा और उम्मीदवारों पर बाध्यकारी होगा।

The decision of the Competent Authority, IISER Mohali in all matters relating to eligibility, acceptance or rejection of any/all applications, fixing the eligibility criteria, equivalence of qualifications/pay scale, mode of scrutiny /selection, conduct of examination/interview, not to fill the vacancy (completely or partially), will be final and binding on the candidates.

23. आवेदकों को यह घोषित करना होगा कि क्या उनके कोई निकट संबंधी या रक्त संबंधी भा. वि. शि. अ. सं. मोहाली के कर्मचारी हैं। निकट संबंधियों में पत्नी/पति/पुत्र/पुत्री/भाई/बहन/दामाद/पुत्रवधू तथा वे अन्य व्यक्ति शामिल होंगे जिन्हें रक्त संबंधी माना जा सकता है।
Applicants must disclose as to whether any of their close or blood relatives are employees of IISER Mohali. Close relations would include wife / husband / son / daughter / brother / sister / son-in-law / daughter-in-law and those who could be termed as blood relations.
24. आवेदकों को अपने आवेदन में उनको दिए गए दंड या उनके विरुद्ध की जा रही जांच के बारे में कोई भी जानकारी, यदि कोई हो, का विवरण देना होगा।
The applicant must disclose details of any information, if any, on penalty/punishment awarded to them or an inquiry is being conducted against them in the application.
25. किसी भी रूप में पैरवी करना और/या राजनीतिक या अन्यथा कोई प्रभाव डालना पद के लिए अयोग्यता मानी जाएगी।
Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
26. यदि भर्ती के किसी भी चरण में तथा नियुक्ति प्रस्ताव जारी होने या संस्थान में शामिल होने के बाद यह पाया जाता है कि आवेदन में दी गई कोई भी जानकारी गलत/झूठी है, तो उस आधार पर उम्मीदवारी/नियुक्ति रद्द/समाप्त की जा सकती है।
If it is found at any stage of the recruitment and on or after issuance of offer of appointment or joining the Institute that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated on that ground.
27. उम्मीदवारों को सलाह दी जाती है कि वे ऑनलाइन एप्लीकेशन में अपना सही और एक्टिव ई-मेल एड्रेस भरें, क्योंकि संस्थान द्वारा सभी सम्प्रेषण सिर्फ ई-मेल के ज़रिए ही की जाएगी। टेस्ट/इंटरव्यू का शेड्यूल उम्मीदवारों को उनके रजिस्टर्ड ई-मेल पर भेजा जाएगा। इस मकसद के लिए कोई अलग से लेटर (हार्ड कॉपी) नहीं भेजा जाएगा। इसके अलावा, सिलेक्शन टेस्ट और/या इंटरव्यू शेड्यूल वगैरह से जुड़ी सभी जानकारी इंस्टीट्यूट की वेबसाइट पर भी दी जाएगी। अगर कोई उम्मीदवार समय पर ई-मेल/वेबसाइट नहीं देख पाता है, तो इसके लिए संस्थान किसी भी तरह से ज़िम्मेदार नहीं होगा। अभ्यर्थियों से अनुरोध है कि वे नियमित रूप से संस्थान की वेबसाइट <https://www.iisermohali.ac.in> देखें।
Candidates are advised to fill in their correct and active e-mail addresses in the online application, as all correspondence will be made by the Institute through e-mail only. The test/Interview schedule will be e-mailed to the candidates in their registered e-mail. No separate letter (Hard copy) will be sent for this purpose. Besides, all information regarding Selection Test and/or Interview schedule etc., will also be provided through the Institute website. The Institute will not be responsible in any manner if a candidate fails to visit/access the e-mail/website in time. Candidates are requested to regularly visit the Institute website, i.e., <https://www.iisermohali.ac.in/>, for updated information regarding recruitment.
28. यदि कोई शुद्धिपत्र/परिशिष्ट होती है, तो उसे केवल संस्थान की वेबसाइट पर प्रकाशित किया जाएगा। भर्ती प्रक्रिया पर किसी भी अपडेट के लिए उम्मीदवारों को नियमित रूप से संस्थान की वेबसाइट देखनी चाहिए। इस संबंध में सूचना में देरी के लिए संस्थान जिम्मेदार नहीं होगा।
If there is any corrigendum/ addendum, it shall be published on Institute's website only. Candidates should check/visit Institute website regularly for any update on recruitment process. Institute will not be responsible for delay in information in this regard.
29. **आयु में छूट/रियायत Relaxation/concessions of age:**
a. ऊपरी आयु सीमा में आयु में छूट/रियायत भारत सरकार के मानदंडों के अनुसार होगी।
Age relaxation/Concession in upper age limit will be as per Government of India norms.

- b. आरक्षण या आयु में छूट का दावा करने वाले उम्मीदवारों को सहायक प्रमाण पत्र संलग्न करने होंगे।
Candidates claiming reservation or age relaxation must attach supporting certificates.
- c. संस्थान के कर्मचारियों के लिए कोई ऊपरी आयु सीमा नहीं होगी। हालाँकि, आवेदन जमा करने की अंतिम तिथि तक आंतरिक उम्मीदवार की सेवानिवृत्ति से पहले कम से कम एक वर्ष की सेवा शेष रहनी चाहिए।
For Institute's employees, there will be no upper age limit. However, at least a year of service has to remain on the last date of submission of the application till superannuation of the internal candidate.
- d. भा. वि. शि. अ. सं. मोहाली में कार्यरत अभ्यर्थियों (आउटसोर्स/संविदा) को आयु में छूट (एकमुश्त प्रावधान) बोर्ड ऑफ गवर्नर्स, भा. वि. शि. अ. सं. मोहाली के संकल्प (संकल्प संख्या 23.54.06) के अनुसार प्रदान की जाएगी।
Age relaxation (One time provision) will be considered for the candidates (out sourced/contractual) working with IISER Mohali as per the resolution of the BoG IISER Mohali (Resolution No. 23.54.06),
- e. शेड्यूल कास्ट (SC), शेड्यूल ट्राइब (ST), और अन्य पिछड़ा वर्ग - नॉन-क्रीमी लेयर (OBC-NCL), आर्थिक रूप से कमजोर वर्ग (EWS) के लिए आरक्षण भारत सरकार के नियमों के अनुसार होगा।
Reservation for Schedule Castes (SC), Scheduled Tribes (ST), and Other Backward Classes - Non-Creamy Layer (OBC-NCL), Economically Weaker Sections (EWS) will be as per Gol rules.
- f. OBC-NCL सर्टिफिकेट आवेदन मिलने की आखिरी तारीख से 2 (दो) साल के अंदर जारी किया गया होना चाहिए। सर्टिफिकेट के अलावा, आवेदक को OBC-NCL के लिए सेल्फ-डिक्लरेशन भी देना होगा (फॉर्मेट एनेक्सर-1 में दिया गया है)।
The OBC-NCL certificate should have been issued on a date within 2 (Two) years of the last date of receipt of the application (as per Government of India Format).
- g. EWS कैटेगरी के तहत एप्लीकेशन सबमिट करने वाले कैंडिडेट्स को फाइनेंशियल ईयर 2025-26 के लिए जारी किया गया एक वैलिड EWS सर्टिफिकेट अपलोड करना होगा। (जिसमें साफ तौर पर लिखा हो कि यह सर्टिफिकेट फाइनेंशियल ईयर 2025-26 के लिए वैलिड है)।
The Candidates submitting the application under EWS category should upload a valid EWS certificate issued for the financial year 2025-26. (Clearly stating that the certificate is valid for the financial year 2025-26).
30. संस्थान की जांच समिति लिखित परीक्षा/कौशल परीक्षा/साक्षात्कार (यथास्थिति) के लिए बुलाए जाने वाले उम्मीदवारों की संख्या को निम्नलिखित में से एक या अधिक तरीकों से उचित संख्या तक सीमित करने के लिए शॉर्टलिस्टिंग मानदंड अपना सकती है:
The scrutiny Committee of the Institute may adopt shortlisting criteria to restrict the number of candidates to be called for written test/skill test/interview (as the case may be) to a reasonable number by one or more of the following methods:
- a. विज्ञापन में निर्धारित न्यूनतम शैक्षणिक योग्यता से अधिक शैक्षणिक योग्यता के आधार पर।
On the basis of higher educational qualifications than the minimum prescribed in the advertisement.
- b. संबंधित क्षेत्र में विज्ञापन में निर्धारित न्यूनतम अनुभव से अधिक अनुभव के आधार पर।
On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.
- c. आवश्यक योग्यता प्राप्त करने से पहले और/या बाद के अनुभव की गणना करके।
By counting experience before and/or after the acquisition of essential qualifications.
- d. केंद्र / राज्य सरकार / केंद्र / राज्य वित्त पोषित शैक्षणिक संस्थानों / सरकारी विश्वविद्यालयों के तहत प्रासंगिक पदों पर प्राप्त अनुभव।

Experience gained in relevant posts under Central / State Government / Central / State funded Educational Institutes / Govt. Universities.

- e. अपूर्ण आवेदनों को अस्वीकार करना।
Rejecting the incomplete applications.
- f. जाँच समिति के पास विज्ञापित मानदंडों के अतिरिक्त किसी भी अन्य अतिरिक्त मानदंड को अपनाने का अधिकार भी सुरक्षित है, ताकि चयन प्रक्रिया के लिए उम्मीदवारों को सीमित किया जा सके।
The scrutiny Committee also reserves the right to adopt any other additional shortlisting criteria over and above the advertised criteria to restrict the number of candidates for the selection process.

31. समूह 'क' के पदों के साक्षात्कार में शामिल होने के लिए चुने गए उम्मीदवारों को प्रतिपूर्ति नीचे दिए गए विवरण के अनुसार की जाएगी:

रेलवे द्वारा: एसी II टियर;

वायुमार्ग द्वारा:

< 1000 किमी	-	रु.12,000/-	} (या वास्तविक किराया, जो भी कम हो)
1001 से 1500 किमी	-	रु.18,000/-	
> 1500 किमी	-	रु.24,000/-	

हवाई/रेल किराया उम्मीदवारों को केवल तभी प्रतिपूर्ति किया जाएगा जब वे का. प्र. वि. द्वारा जारी 29 अगस्त, 2022 के कार्यालय ज्ञापन संख्या 31011/12/2022-Estt. A-IV में उल्लिखित अधिकृत यात्रा एजेंटों से ही बुक किए गए प्रमाणित टिकट/बोर्डिंग पास प्रस्तुत करेंगे। कृपया ध्यान दें, यदि टिकट अधिकृत यात्रा एजेंटों के पास बुक नहीं किए गए हैं, जैसा कि दिनांक 29 अगस्त, 2022 के कार्यालय ज्ञापन संख्या 31011/12/2022-स्था.ए-IV में उल्लेख किया गया है, तो किसी भी परिस्थिति में इसकी प्रतिपूर्ति नहीं की जाएगी।

Reimbursement to the candidates selected to appear for the interview for Group 'A' posts will be made as per details given below:

By railways: AC II Tier;

By Airways:

< 1000 km	-	Rs.12,000/-	} (or actual fare, whichever is less)
1001 to 1500 km	-	Rs.18,000/-	
> 1500 km	-	Rs.24,000/-	

The air / rail fare will be reimbursed to the candidates only on production of authentic tickets/boarding passes booked at authorized travel agents as mentioned in OM No. 31011/12/2022-Estt.A-IV dated 29th August, 2022 issued by DoPT. Kindly note, in case tickets are not booked via authorized travel agents as mentioned in OM No. 31011/12/2022-Estt.A-IV dated 29th August, 2022, it will not be reimbursed under any circumstances.

32. भर्ती प्रक्रिया के चरण (सक्षम प्राधिकारी के निर्देशानुसार परिवर्तन के अधीन):

Steps in the recruitment process (*Subject to change as per directions of Competent Authority*):

- a. अंतिम तिथि से पहले ऑनलाइन आवेदन पत्र जमा करना;
Submission of online application forms before the last date;
- b. जाँच समिति द्वारा आवेदन पत्रों का मूल्यांकन;
Evaluation of application forms by the Scrutiny Committee;
- c. संस्थान की वेबसाइट पर जाँच समिति द्वारा अनुशंसित टिप्पणियों का प्रकाशन;
Publication of remarks recommended by the Scrutiny Committee on the Institute's website;

- d. जाँच समिति द्वारा अनुशंसित टिप्पणियों के संबंध में आवेदकों से अभ्यावेदन (यदि कोई हो) आमंत्रित करना;
Inviting representation(s) (if any) by the applicants w.r.t. the remarks recommended by the Scrutiny Committee;
- e. जाँच समिति द्वारा अभ्यावेदन (यदि कोई हो) का मूल्यांकन;
Evaluation of the representation(s) (if any) by the Scrutiny Committee;
- f. संस्थान की वेबसाइट पर जाँच समिति की अंतिम टिप्पणियाँ प्रकाशित की जाएँगी। जाँच समिति की अंतिम टिप्पणियों के उपरांत अभ्यर्थिता के पुनर्विचार से संबंधित किसी भी अनुरोध पर विचार नहीं किया जाएगा;
Publication of final remarks of the Scrutiny Committee on the Institute's website. No communication will be entertained over request regarding reconsideration of candidature after the final remarks of the Scrutiny Committee.

33. ऑनलाइन आवेदन पत्र जमा करने के लिए कृपया निम्नलिखित लिंक पर जाएं:
For submission of online application form, please visit:
<https://erp.iisermohali.ac.in/OnlineRecruitmentApplicationIISERM.action>

34. अभ्यर्थियों को अनिवार्य रूप से ऑनलाइन आवेदन करना होगा। ऑनलाइन न भरे गए और केवल कागज़ी प्रति या किसी अन्य माध्यम से प्राप्त आवेदनों पर संस्थान द्वारा विचार नहीं किया जाएगा और उन्हें तुरंत अस्वीकार कर दिया जाएगा।
Candidates are required to mandatorily apply in ONLINE mode. Applications not filled out online and simply received in hard copy format or any other mode will not be entertained by the Institute and will be summarily rejected.

35. आवेदन शुल्क / Application Fee:

क्रम / Sl. No.	वर्ग / Category	राशि / Amount + GST
1	अनारक्षित / Unreserved (UR)	Rs.1100 + (GST 18% i.e. 198) = Rs.1,298/-
2	आर्थिक रूप से पिछड़ा वर्ग / Economically Weaker Section (EWS)	Rs.600 + (GST 18% i.e. 108) = Rs.708/-
3	अन्य पिछड़ा वर्ग / Other Backward Class – Non Creamy Layer (OBC-NCL)	Rs.1100 + (GST 18% i.e. 198) = Rs.1,298/-
4	(Schedule Caste)/(Schedule Tribe) (अनुसूचित जाति) / (अनुसूचित जनजाति)	Exempted from payment of application fee
5	दिव्यांगजन, भूतपूर्व सैनिक एवं महिला उम्मीदवार / Persons with Benchmark Disability, Ex-Servicemen, Female candidates	Exempted from payment of application fee

In case of cancellation of the post, GST will not be refunded

36. **महत्वपूर्ण / IMPORTANT:**

केंद्र सरकार / राज्य सरकार / अर्ध-सरकारी संगठनों / सार्वजनिक क्षेत्र के उपक्रमों / स्वायत्त निकायों आदि में सेवारत उम्मीदवारों को ऑनलाइन आवेदन की अंतिम तिथि से पहले अपने वर्तमान नियोक्ता से जारी निम्नलिखित दस्तावेज प्रेषित करने होंगे या इन दस्तावेजों को लिखित परीक्षा अथवा साक्षात्कार (जैसा लागू हो) की तिथि से पूर्व recruitment@iisermohali.ac.in पर ईमेल द्वारा भेजना होगा:

Candidates serving in Central Government / State Government / Semi-Government Organizations / Public Sector Undertakings / Autonomous Bodies etc. are required to upload following documents issued from their current employer before the last date of online application form or submit these documents vide email at recruitment@iisermohali.ac.in before the date of written exam or interview (as the case maybe):

- a. उचित माध्यम से आवेदन पत्र अग्रेषित करना / अनापत्ति पत्र;
Forwarding letter of application through proper channel / NOC (as per Annexure-A below);
- b. अनुभव प्रमाण पत्र, जिसमें स्पष्ट रूप से – कार्यभार ग्रहण करने की तिथि या पदोन्नति की तिथि (जैसा भी मामला हो) के साथ-साथ रोजगार की अवधि, विभिन्न पदों पर वेतन स्तर या ग्रेड वेतन, कार्य की प्रकृति/कार्यों का विवरण उल्लिखित हो।
Experience Certificate, clearly mentioning – Date of joining or date of promotion (as the case maybe) along with period of employment, Pay level or Grade Pay held at different positions, nature of job / duties dispensed (as per Annexure-B below);

कृपया ध्यान दें: खंड 36 में बिंदु (a) से (b) में उल्लिखित सभी दस्तावेज, संगठन के लेटरहेड पर जारीकर्ता प्राधिकारी के हस्ताक्षर और मुहर के साथ होने चाहिए।

Kindly Note: All the documents mentioned in point (a) to (b) in Clause 36, should be on the organization letterhead bearing the issuing authority's signature and seal.

37. ऑनलाइन आवेदन पत्र भरते समय, उम्मीदवार को पूरी सावधानी बरतनी चाहिए क्योंकि भरे गए डेटा में किसी भी प्रकार का संपादन नहीं किया जाएगा और संस्थान द्वारा कोई सुधार भी नहीं किया जाएगा। एक बार जमा किया गया आवेदन किसी भी परिस्थिति में वापस नहीं लिया जाएगा। इसलिए, कृपया आवेदन पत्र भरने से पहले सभी डेटा/विवरण तैयार रखें।
While filling online application form, candidate should take due care as no editing in the data filled will be allowed and no correction by the Institute will be done. Application once submitted will not be allowed to be withdrawn under any circumstances. Therefore, please keep all data/details ready before you start filling up the application form.
38. अभ्यर्थियों को सलाह दी जाती है कि वे अंतिम तिथि से पहले ऑनलाइन आवेदन जमा कर दें तथा **अंतिम तिथि (15.06.2026) शाम 5:00 बजे** तक प्रतीक्षा न करें, ताकि अंतिम दिनों के दौरान वेबसाइट पर अधिक लोड के कारण कनेक्शन टूटने/अक्षमता या लॉग इन करने में विफलता की संभावना से बचा जा सके।
Candidates are advised in their interest to submit online applications much before the closing date and not to wait till the **last date (15.06.2026) till 05:00 p.m.** to avoid the possibility of disconnection/inability or failure to log in to the website on account of heavy load on the website during the closing days.
39. संस्थान से पत्राचार, जिसमें लिखित परीक्षा/कौशल परीक्षा/साक्षात्कार (यथास्थिति) के लिए प्रवेश पत्र भी शामिल है, केवल आवेदक द्वारा प्रदान की गई ई-मेल आईडी पर ही भेजा जाएगा।
Correspondence from the Institute including admit card for written test/skill test/interview (as the case maybe) to the short-listed candidates shall be sent to the e-mail ID only provided by the applicant.
40. इस विज्ञापन से उत्पन्न किसी भी दावा या विवाद से संबंधित किसी भी मामले में विधिक कार्यवाही केवल माननीय पंजाब एवं हरियाणा उच्च न्यायालय, चंडीगढ़ में ही संस्थित की जा सकेगी तथा ऐसे किसी भी कारण/विवाद की सुनवाई का एकमात्र एवं विशिष्ट क्षेत्राधिकार उसी का होगा।
Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted in Hon'ble Punjab and Haryana High Court, Chandigarh only and it shall have sole and exclusive jurisdiction to try any such cause/ disputes.
41. विज्ञापन के हिंदी एवं अंग्रेजी संस्करण में किसी प्रकार की अस्पष्टता होने की स्थिति में अंग्रेजी संस्करण मान्य होगा।
In case of ambiguity in Hindi and English language of the advertisement, English version will prevail.

For technical support, drop an email at: erpsupport@iisermohali.ac.in

For any other help, drop an email at: recruitment@iisermohali.ac.in

कुलसचिव / REGISTRAR,
भा. वि. शि. अ. सं. मोहाली / IISER Mohali

No-Objection Certificate

(To be produced on the Letter Head of the organization in which the candidate is working and certified by the respective Competent Authority)

This is certified that Mr./Ms./Mrs./Dr. _____ S/o, D/o, W/o, Mr. _____ holding the position of (designation), is working in this organization w.e.f. _____ on regular basis. The particulars furnished by him/her in the application form are correct as per the records of this organization.

2. It is certified that he/she is currently drawing salary at the Pay Level _____ (as per 7th CPC or IDA Pay Scale) with basic pay of Rs. _____ per month w.e.f. _____.
3. It is certified that no departmental enquiry or vigilance case, disciplinary or criminal proceedings etc. are pending or being contemplated against the above officer. No Major/Minor penalties were imposed upon the above officer during the last 10 Years.
4. His/her integrity is beyond doubt.
5. **This organization has no objection in his/her applying to the post of (mention post applying for) against advertisement no. NF (03)/Regular/2026 dated 03.05.2026 published by IISER Mohali.**

Place:

Date:

(Signature of the Competent Authority)

Name of the Competent Authority

Designation

Official Seal

Experience Certificate

(To be produced on the Letter Head of the organization in which the candidate is working and certified by the respective Competent Authority)

Dated:

This is to certify that Mr./Ms./Mrs./Dr. _____ S/o, D/o, W/o, Mr. _____ was/is an employee of this organization. The duties performed by him/her are detailed below:

Designation	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Pay Scale with basic pay currently/ last drawn	Duties performed/ experience gained in brief in each post (use separate sheet, if needed)
(I)	(II)	(III)	(IV)	(V)

2. It is certified that the above facts and figures are true and based on the service records available in our Organization/Department/Ministry.

(Signature of the Competent Authority)

Name of the Competent Authority

Designation

Official Seal

Desirable Qualifications and Job Description of the posts advertised (Non-Teaching Staff Members)

Sl. No.	Post	Pay level	Current Vacancies	Desirable Qualification and Job Description
GROUP- 'A' NON-TEACHING POSTS				
1	Superintending Engineer	13	UR-1	<p>Post Code: E1 (a)</p> <p>Desirable: Experience in contract management, tender documentation, proven ability to manage large infrastructure projects and interdisciplinary teams (civil, electrical, HVAC), CPWD manual/accounts, and handling arbitrations; Knowledge of Computer-aided Design (CAD) and the latest Construction Management Technology / other relevant software; Proven track record of handling construction projects / Consultancy in organizations of repute; Experience in using project management software (like MS Projects), exposure to modern construction technologies, and experience in estate management</p> <p>Job Description: The selected individual would serve as the head of the IWD of the Institute; Inspect major works, ensures compliance with specifications, and provides guidance to subordinates on technical issues; Prepare budgets for the Works and Services, monitors expenditure, and ensures economical execution of works within sanctioned limits; Exercise financial powers as per delegation of financial power in the Institute, scrutinizing of estimates, tenders (NIT), and deviations for high-value projects; Coordinate with other departments, local authorities, and stakeholders for project approvals; Review progress of works, ensuring time-bound completion of infrastructure development and maintenance projects; Construction and execution of building works, Planning & Execution of Civil Engineering Projects, Design and Estimation, Contract Management and services like water supply, sewerage, road, knowledge of preparation of estimates and tender documents; Maintenance of campus having academic and residential buildings, Scientific Laboratories, Sports Facilities and other civil services. Knowledge of CPWD Works manual, CPWD specifications, Structural designing, Tender documentation, CPWD account code, financial accounting, arbitration and reconciliation, administration and working knowledge of interdisciplinary engineering fields like electrical, HVAC etc.</p>

2	Deputy Registrar	12	UR-1	<p>Post Code: A-1 (a) Desirable: Higher qualification in Science/Engineering/Management/Law/ Finance; Experience in academic administration, HR, finance, or legal affairs in higher education institutions.</p> <p>Job Description: Academic Administration: Supervise admissions, examinations, records, and student services; Draft, implement, and monitor institutional policies, circulars, and compliance frameworks; Manage service records, recruitment, promotions, disciplinary matters etc.; Budgeting, management of funds, cash and banking operations, pay roll management, foreign exchange transactions, closing of annual books of accounts, statutory returns, oversee auditing, and financial reporting etc.; Coordination with the government bodies, IITs/IISc/NITs/IISERs, and other institutions for collaborative initiatives; Guidance to the junior staff, ensuring efficiency and transparency; Ensuring adherence to statutory body norms; Knowledge of government rules (CCS, DoPT, GFR, TA/DA claims, service records etc.); Proficiency in bilingual communication (English & Hindi) and drafting institutional policies; Familiarity with e-governance, ERP systems, and digital record management; Strong interpersonal skills with emphasis on clarity, inclusivity, and transparency.</p>
3	Deputy Librarian	12	UR-1	<p>Post Code: L-1 (a) Desirable: PhD/M.Phil degree in the above discipline. PG Diploma in Library Automation and Networking or PGDCA or equivalent; Working experience in Centrally Funded Institutions.</p> <p>Job Description: Assist in the overall administration and day-to-day operations of the central library; Manage acquisition, cataloguing, classification, and circulation of library resources including books, journals, e-resources, and digital databases; Supervise library staff and coordinate library services for students, faculty, and researchers; Develop and implement library policies, procedures, and strategic plans in alignment with institutional goals; Facilitate access to digital and online library resources, including institutional repositories and e-learning platforms; Conduct user orientation programs and information literacy sessions for library users; Maintain and update library management systems and ensure smooth functioning of automated library services; Coordinate with publishers, vendors, and subscription agencies for procurement of library materials; Ensure proper maintenance and preservation of rare books, manuscripts, and archival materials.</p>

4	Principal Technical Officer (Instrumentation Facility)	12	UR-1	<p>Post Code: T-1 (a) Desirable: Experience in managing central instrumentation facilities through online portal (institutional/national); Familiarity with managing industrial-academic joint research and analytical testing projects, and consultancy services; Understanding of extramural project management and coordination procedures of various funding agencies; Experience in intellectual property management and technology transfer know-how; Strong R&D data management and dissemination skills; Familiarity in organizing and coordinating industry-academia meets and other scientific events (such as conferences, seminars, etc.); Experience in routine R&D office responsibilities and responding to R&D related RTIs.</p> <p>Job Description: Managing instrumentation facilities at the I-STEM portal; Enabling/Coordinating industrial-academic joint research and testing projects, and consultancy services; Overseeing the management of extramural and intramural projects; Managing intellectual property generated at the institute and exploring technology transfer of potential technologies; Maintaining institutional R&D data efficiently and disseminating it at different platforms through high level presentations, posters, etc.; Overseeing the research and innovation activities of the institute; Representing institute's R&D landscape/activities at different platforms, Leading/Enabling/Contributing to organizing high-level meets (industry-academia, scientific conferences, etc.), Overseeing/leading/contributing to the key R&D office related responsibilities and other various initiatives of the institute AND any other work assigned by the Authority.</p>
5	Senior Technical Officer (Information Technology and Networking Infrastructure)	11	UR-1 (PwBD)	<p>Post Code: T-2 (a) Desirable : Working knowledge of LAN/WAN, TCP/IP, DHCP, DNS, VLANs, and basic network troubleshooting; Ability to manage enterprise standard Wi-Fi networks, including controller-based AP configuration, monitoring, and troubleshooting; Knowledge of network security including firewall rules, VLANs, access control, and intrusion monitoring; Strong expertise in Linux server administration, including user management, permissions, storage, and service configuration; Experience in email server management (Postfix/Exim), including spam control, DNS records (SPF, DKIM, DMARC), and mail routing; Experience on configuring opensource based firewalls and load-balancers; Experience of maintaining core IT services such as DHCP, DNS, NFS, authentication, and backup systems; Ability to monitor and optimize network performance using tools such as NetFlow, Grafana, Nagios, or Zabbix; Strong documentation, incident response, and coordination skills for ensuring high availability of institute IT infrastructure.</p>

				<p>Job Description: Manage LAN/WAN networks and core protocols (TCP/IP, DHCP, DNS, VLANs); Administer enterprise Wi-Fi networks (controller-based APs, monitoring, troubleshooting); Implement network security (firewalls, VLANs, access control, intrusion monitoring); Manage email services along with admin (Postfix/Exim, SPF, DKIM, DMARC, spam control); Configure open-source firewalls and load balancers; Maintain core services (DHCP, DNS, NFS, authentication, backups); Monitor systems using monitoring tools and optimize performance; Ensure uptime, documentation, and incident response coordination, AND any other work assigned by the Authority.</p>
6	AEE (Civil/Electrical)	10	UR-1	<p>Post Code: E-2 (a)</p> <p>For AEE (Civil) : Desirable: Proficiency in project planning & management tools such as MS Project, Oracle Primavera P6, AutoCAD - Civil or any other relevant software for monitoring the construction/maintenance of institutional building projects; Experience in Contract administration; Green Building norms, energy efficient / water efficient systems, fire safety norms as per National Building Code (NBC); Have working knowledge of relevant Construction BIS Codes & standards and Preventive & Corrective maintenance.</p> <p>Job Description: Assisting in planning, design, construction, supervision and maintenance of building assets of the Institute such as roads, various buildings, associated civil infrastructure facilities/installations etc.; Technical evaluation & vetting of the Cost estimates, Bill of Quantities (BOQ), Analysis of Rates (AOR); Preparation of DPR (Detailed Project Report), Checking of Bills submitted by PMCs/PMA, contractors and recommending them to the Head, Institute Works Department (IWD) for payment process; Site monitoring and overseeing contractors to ensure time bound project/maintenance works completion; Assisting and reporting to Head, IWD for overall project/maintenance management and related departmental operations; Monitoring works related to IWD's inter / intra departmental correspondences, Auditing, Budgeting, Estate, Stores, E-procure of works/goods/services through GeM or CPPP, checking & processing of bills, stock inventory management etc.; Any other official tasks assigned by the Head, Institute Works Department (IWD) time -to- time; Carrying out other technical & administrative duties attached to the post.</p> <p>For AEE (Electrical) : Desirable: Proficiency in project planning & management tools such as MS Project, Oracle</p>

			<p>Primavera P6, AutoCAD - Electrical or any other relevant software for monitoring the construction/maintenance of Electrical, E/M & HVAC components in institutional buildings; Experience in Contract administration; aware of Green Building norms, energy efficient & E/M efficient systems, fire safety norms as per National Building Code (NBC); Having working knowledge of Electrical Safety codes, E/M, HVAC, IE rules & relevant standards and Preventive & Corrective maintenance.</p> <p>Job Description: Incumbent shall work in the Institute Works Department (IWD) of the Institute & will assist in planning, design, construction, supervision and maintenance of electrical infrastructure works/installations in institute such as 66/11 KV main & other substations, Building management system (BMS), HVAC, E/M etc.; Technical evaluation & vetting of the Cost estimates, Bill of Quantities (BOQ), Analysis of Rates (AOR); Preparation of DPR (Detailed Project Report), Checking of Bills submitted by PMCs/PMAs, contractors and recommending them to the Head, Institute Works Department (IWD) for payment process; Substations monitoring and overseeing contractors to ensure time bound project / maintenance works completion; assisting and reporting to Head, IWD for overall project / maintenance management and related departmental operations; Monitoring works related to IWD's inter / intra departmental correspondences, Auditing, Budgeting, Estate, Stores, E-procure of works / goods / services through GeM or CPPP, checking & processing of bills, stock inventory management etc.; Any other official tasks assigned by Head, Institute Works Department (IWD) time -to- time; Carrying out other technical & administrative duties attached to the post.</p>
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GROUP-'B' NON-TEACHING POSTS

1	Sr. Superintendent	7	UR-2	<p>Post Code: A-2 (a) Desirable: Experience: Minimum one year of experience in alumni relations, placement coordination, student affairs, outreach, or similar roles in an academic institution. Experience in organising institutional events, alumni meet, placement drives, internships, or industry interactions. General Skills: Good written and verbal communication skills, with the ability to draft newsletters, engagement emails, and reports, strong liaising and networking skills; Computer skills: Office suites, Cloud-based workspaces, data analytics tools.</p> <p>Job Description: The incumbent will assist in the coordination of activities related to alumni engagement and placement initiatives of the Institute. The responsibilities include maintaining alumni and recruiter databases, facilitating communication with alumni and industry partners, coordinating alumni meets, placement drives, internships, and related outreach activities, preparing reports and documentation, providing administrative support for related events and stakeholder interactions AND any other work assigned by the Authority.</p> <p>Post Code: A-2 (b) Desirable : Proficiency in MS Office, ERP/e-Governance systems, academic management software, email and digital communication tools; Strong knowledge of academic regulations of higher educational institution, examination systems, and statutory requirements; Experience in noting & drafting, academic notifications, and policy implementation; Familiarity with affiliation, accreditation (NAAC/NBA), and regulatory compliance; Experience in handling examinations, results, and academic records management; Ability to supervise teams and coordinate with faculty, departments, and regulatory bodies; Experience in RTI matters, audit, and academic/administrative reporting; Strong organisational, analytical, and communication skills; Keen desire to learn and share new skills and tools</p> <p>Job Description: The Senior Superintendent shall be responsible for the overall supervision and management of academic office functions. The person will oversee administrative processes related to academic programs, examinations, maintenance of student records, and implementation of academic policies and regulations of IISER Mohali. The role includes coordination with faculty, academic departments, and statutory/regulatory bodies to ensure compliance with institutional and statutory requirements. The person will be required to handle official correspondence, issue academic notifications, supervise subordinate staff, and ensure timely and accurate execution of academic and administrative activities. Responsibilities also include dealing with RTI matters, audit coordination,</p>
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				reporting, and contributing to the efficient functioning and process improvement of the academic office AND any other work assigned by the Authority.
2	Library Superintendent	7	UR-1	<p>Post Code: L-2 (a) Desirable : Diploma/Certificate in Computer Application / Digital Library Management / Library Automation from a recognized Institute or enough working experience in Library Digitization and Library Networking.</p> <p>Job Description: Overseeing circulation, acquisitions, shelving, and technical processes (cataloguing, classification using DDC/UDC); Handling institutional repositories, electronic journals, and online databases; Providing reference services and assisting faculty/students with library resources; Supervising library staff/attendants and managing library committees; Maintaining library automation systems, software updates, and user databases; Oversee library information systems, manage digital resources, and support library management in technology integration under the supervision of senior library officials.</p>
3	Senior Technical Assistant	7	UR-1 (PwBD)	<p>Post Code: T-3 (a) Desirable : Hands-on experience with advanced analytical instruments such as CHNS analyser, Solvent extractor/digestor, LC-ICP-MS, IC, and Py-GC-MS. Strong laboratory skills, including equipment calibration and maintenance, sample/reagent preparation, analysis, and systematic data recording, and good communication and teamwork abilities. Familiarity with water and soil quality parameters, testing tools, and standard analytical methods/protocols. Basic knowledge of laboratory safety and hazardous-waste management.</p> <p>Job Description: To provide technical support for the operation and routine maintenance of analytical instruments, such as CHNS analyser, solvent extractor/digestor, LC-ICP-MS, IC, UV-Vis Spectrophotometer, and Py-GC-MS. Assist in sample preparation, analytical measurements, and data acquisition for academic and industry users, including quality testing and documentation, while ensuring adherence to standard operating procedures, laboratory safety practices, and proper chemical and waste management, AND any other work assigned by the Authority.</p>

4	Physical Education Instructor	7	UR-2 (1 Male and 1 Female)	<p>Post Code: P-1 (a) Desirable : Post-Graduation in Physical Education with specialization in any of the fields viz Athletics, Badminton, Basketball, Cricket, Football, Hockey, Squash, Table Tennis, Tennis, Volleyball; Diploma in Coaching from any of the centres of Sports Authority of India; Three years of work experience from a recognized Educational Institution (College/ University/ Institution); University/Institution level participation in any of the above mentioned sports discipline.</p> <p>Job Description: To set up sports facilities for the students; To conduct coaching for the students in some of the games mentioned above, in the morning & evening; To look after day-to-day administrative work regarding sports activities and other contingent administrative matters as assigned from time to time; To assist in other extracurricular activities of the Institute; Conduct physical training sessions, design fitness programs, ensure the use of proper techniques, and maintain training equipment under the supervision of Sports Officer and other senior officials.</p>
5	Counsellor	7	UR-1	<p>Post Code: P-2 (a) Desirable : A Post Graduate Diploma in Guidance and Counselling; At least 1 year of active counselling experience covering adolescents and young adults, preferably at the college level. He/she holds a Rehabilitation Council of India (RCI) License.</p> <p>Job Description: Candidates should possess strong communication skills, be able to analyze the institutional needs and formulate effective strategies for addressing the same, and be sensitive to the diversity of backgrounds at the institute. The candidate would provide one-on-one counselling support to all students as required and be available to staff, faculty and residents of the institute; He/She would be the point of contact for students in need of interpersonal/emotional counselling; He/she must be comfortable working with students from a variety of social and economic backgrounds; He/she may also be required to work during evenings or /and weekends; The Counsellor will maintain confidentiality but report to the concerned authority about the affairs of any extreme cases that demand Institution/family intervention; The Counselling Psychologist will conduct workshops, talks and group discussions from time to time to help participants with their interpersonal and emotional needs; He/She may also carry out other relevant duties assigned by the Institute; Provide mental health counselling, organize wellness programs, and support students in managing academic stress.</p>

6	Nurse	7	UR-1 § Lien Vacancy Up to 31.03.2028	Post Code: M-2 (a) § On Lien Desirable : Provide care to their patients by administering medications, observing symptoms and progress, recording information and communicating with doctors and other healthcare providers. Nurses may need to work in shifts. Should have Strong communication, emotional stability, attention to detail, and problem-solving capabilities. Job Description: <ul style="list-style-type: none"> • Patient Assessment & Care: Conducting physical exams, measuring vitals (blood pressure, heart rate, temperature), and providing bedside care etc. • Treatment Administration: Administering medications (oral, IV), changing dressings, and assisting in surgeries or medical procedures. • Documentation: Updating electronic health records (EHR) accurately regarding patient symptoms, reactions, and progress. • Patient Education: Instructing patients and families on managing illnesses, preventative care, and post-discharge instructions. Any other job assigned by the Authorities.
7	Junior Engineer (Civil/Electrical)	6	UR-1	Post Code: E-3 (a) For JE (Civil) : Desirable: Candidates having hands-on knowledge/experience of – Proficiency in preparation of drawings/estimation tools such as AutoCAD - Civil or any other relevant software for estimation purposes for the construction/maintenance of institutional building projects; Estimation & execution of works as per DSR, DPAR, National Building Code (NBC) & BIS relevant standards. Job Description: Incumbent shall work in the Institute Works Department (IWD) of the Institute & shall be responsible for – Preparation of detailed technical cost estimates, Bill of Quantities (BOQ), Analysis of Rates (AOR), and Bar Bending Schedules (BBS) etc.; Recording measurements of completed works, updating measurement books (MBs) and submitting daily progress report of works; Carrying out tests on materials, ensuring quality control; arranging materials/tools from Stores; Supervising daily construction activities, ensuring adherence to blue prints, designs & National Building Codes (NBC); Site inspection and overseeing contractors to ensure project/maintenance completion; Assisting EE/AEE/AE for overall project/maintenance management and related departmental operations; Any other supervisory tasks assigned by Head, Institute Works Department (IWD) time-to-time; Handling works related to IWD's Audit, Budgeting, Estate, Stores, E-Procure of works/ goods/ services through GeM or CPPP, tendering, processing of bills, stock inventory management etc.; Carrying out other supervisory & technical duties attached to the post.

				<p><u>For JE (Electrical) :</u></p> <p>Desirable: Candidates having hands-on knowledge/experience of – Proficiency in preparation of drawings/estimation tools such as AutoCAD - Civil or any other relevant software for estimation purposes for the construction/maintenance of Electrical, E/M & HVAC components in buildings; Estimation & execution of works as per DSR, DPAR, Electrical Safety codes, E/M, HVAC, IE rules, National Building Code (NBC) & BIS relevant standards.</p> <p>Job Description: Incumbent shall work in the Institute Works Department (IWD) of the Institute & shall be responsible for – Supervision and maintenance of electrical infrastructure works/installations in the institute such as 66/11 KV main & other substations, Building management system (BMS), HVAC, E/M etc.; Preparation of the Cost estimates, Bill of Quantities (BOQ), Analysis of Rates (AOR); Recording measurements of completed works, updating measurement books (MBs) and submitting daily progress report of works; Carrying out tests on materials, ensuring quality control & arranging materials/tools from Stores; Substations monitoring and overseeing contractors to ensure time bound project/maintenance works completion; Assisting EE/AEE/AE for overall project/maintenance management and related departmental operations; Supervising works related to IWD's inter / intra departmental correspondences, Auditing, Budgeting, Estate, Stores, E-procure of works/goods/services through GeM or CPPP, checking & processing of bills, stock inventory management etc. ; Any other official tasks assigned by the Head, Institute Works Department (IWD) time -to- time; Carrying out other supervisory & technical duties attached to the post.</p>
8	Junior Translator (Rajbhasha)	6	UR-1	<p><u>Post Code: A-3 (a)</u></p> <p>Desirable : Experience translating technical, scientific, or academic documents from English to Hindi and vice versa, specifically in an educational or research institution; Excellent knowledge of computer applications, specifically in word processing (MS Office) and Hindi typing/tools (e.g., Unicode, Mangal Font); Experience working with Central/State Government, Autonomous Bodies, or PSUs in Rajbhasha implementation.</p> <p>Job Description: Translating and typing documents in Hindi and implementation of language policy in various departments of the Institute; Organizing meetings and workshops on the Hindi language and keeping records of all documents and files in the department; Managing various meetings in the office and ensuring the use/promotion of Hindi.</p>

GROUP-'C' NON TEACHING POSTS

1	Pharmacist	5	UR-1	<p>Post Code: M-1 (a) Desirable : Experience in the health centre or hospital of reputed Engineering/Technical Institutes like IITs, IISERs, IISc, NITs, or similar Central Government institutions/public sector units; Proficiency in computer office applications, particularly MS Word, Excel, and PowerPoint; Experience in handling pharmacy software, drug inventory management, or purchase/audit of medicines in hospital settings.</p> <p>Job Description: Manage the campus pharmacy, ensure compliance with drug regulations; accurately prepare, label, and dispense medications according to doctor's prescriptions; advise patients on medication administration, proper storage, potential side effects, and potential interactions with other drugs; reviewing prescriptions for accuracy, legality, and safety, including checking for appropriate dosages and drug contraindications; providing immunizations (such as flu shots) and health screenings, including advice on managing chronic conditions like asthma or diabetes; working with physicians and other healthcare professionals to develop and implement optimal treatment plans for patients; managing pharmacy inventory, including ordering and storing medication safely, and maintaining accurate patient records and regulatory documentation.</p>
2	<p>Junior Technical Assistant</p> <p>{01-ESM Horizontal reservation}</p>	5	SC (1) UR (1)	<p>Post Code: T-6 (a) Desirable : Hands-on experience in rock and mineral sample preparation for petrographic thin sections, including cutting, grinding, and polishing. Familiarity with the operation and routine maintenance of thin-section preparation equipment and grain-size analysers. Basic working knowledge of petrographic microscopes. Basic familiarity with the identification of minerals and rocks. Strong laboratory skills, including analytical equipment calibration and maintenance, sample/reagent preparation and analysis</p> <p>Job Description: Provide technical support for rock and mineral sample preparation, including preparation of petrographic thin sections and related laboratory processing. Assist in the operation and maintenance of laboratory equipment such as thin-section preparation units, grain-size analysers, and petrographic microscopes. Support teaching laboratories and assist students during geological laboratory practicals and fieldwork courses, while helping maintain laboratory facilities, basic analytical instruments and records in accordance with standard procedures, and any other duties given by the concerned authorities.</p>

			<p>UR (1)</p> <p>Post Code: T-6 (b) Desirable : Candidates possessing one or more of the following will be given preference: 1) Experience in operation and maintenance of analytical instruments such as UV-Vis Spectrophotometer, FTIR, Gas Chromatography (GC), High Performance Liquid Chromatography (HPLC) and other basic analytical instruments. 2) Experience in supporting undergraduate and postgraduate chemistry laboratory courses. 3) Experience in preparation of reagents, standard solutions, and laboratory chemicals. 4) Knowledge of chemical inventory management, procurement procedures, and record keeping. 5) Familiarity with laboratory safety protocols, hazardous chemical handling, and waste disposal procedures. 6) Basic computer proficiency including MS Office and laboratory data documentation.</p> <p>Job Description: The selected candidate will be responsible for: Assisting in preparation and conduct of undergraduate/postgraduate laboratory experiments; Operation, maintenance, and calibration of analytical instruments; Preparation of chemical reagents and standard solutions; Maintenance of laboratory inventory, chemicals, and glassware; Ensuring compliance with laboratory safety guidelines and chemical waste management protocols; Providing technical support to teaching and research activities in the Department of Chemical Sciences AND any other work assigned by the Authority.</p>
		<p>UR (1^)</p> <p>Lien vacancy upto 27.09.2026</p>	<p>Post Code: T-6 (c) ^ On Lien Desirable : Experience in handling scientific instruments maintaining log books and records and assisting lab sessions.</p> <p>Job Description: Coordination for maintenance/AMC/renewal of AMC of the instruments; Coordination for maintenance of infrastructural facilities; Coordination with the user departments; Spreading awareness of the instrumental capability of the Institute, and any other duties given by the concerned authorities.</p>
		<p>OBC-NCL (1)</p>	<p>Post Code: T-6 (d) Desirable : Strong knowledge of Linux system administration (Ubuntu/CentOS/Rocky); Knowledge of HPC systems, cluster management, and virtualisation; Strong knowledge on DevOps and related development skills; Experience with data centre operations, storage systems, backup servers; Ability to handle user support, ticketing systems, and documentation; Experience with automation tools (Ansible, Puppet, MAAS, Warewulf, etc.); Ability to automate system tasks using shell scripting or Python; Experience with container technologies such as Docker/Podman; Understanding of authentication systems such as LDAP and user provisioning.</p> <p>Job Description: The JTA will be responsible for managing</p>

			<p>and maintaining HPC clusters, ensuring high availability of the system. And the candidate will administer HPC systems, cluster nodes, and job schedulers; Manage automation tools (Ansible, MAAS, Warewulf) and DevOps workflows; Support containers (Docker/Podman) and virtualization; Maintain storage, backup, and data center operations; Handle user management (LDAP), support, and ticketing systems; Develop automation scripts (Bash/Python) for system optimization; Monitor systems and ensure efficient resource utilization and uptime, and any other duties given by the concerned authorities.</p>
		UR (1)	<p>Post Code: T-6 (e) Desirable : Basic familiarity with physics laboratory equipment and experimental setups; working knowledge of computers for documentation and record-keeping; ability to assist in routine maintenance, inventory management, and laboratory support work; prior experience in an academic/research laboratory environment preferred.</p> <p>Job Description: To assist in the smooth functioning of teaching laboratories, departmental laboratory facilities, and other technical/departmental work assigned from time to time. The duties may include assistance in laboratory setup, operation and upkeep of equipment, preparation of experiments, maintenance of stock and records, laboratory housekeeping, and support during practical classes, examinations, outreach, and other departmental activities.</p>
		UR (1)	<p>Post Code: T-6 (f) Desirable : Technical Skills: Good knowledge in programming languages such as Python, shell scripting, along with working knowledge of data handling, cleaning, and preprocessing techniques in excel and similar platforms. Database Management: Experience in managing relational databases including data entry validation and query optimization. Data Analysis & Visualization: Ability to perform basic data analysis and generate reports using tools such as Excel, or equivalent visualization platforms. System: Familiarity with Linux/Windows environments, version control systems (e.g., Git), and exposure to data pipelines or ETL processes will be desirable.</p> <p>Job Description: The candidate will be responsible for collecting the institutional data, ensuring accuracy, processing, and reporting for analysis and submitting to agencies. The candidate will: 1) Perform data cleaning, validation, and preprocessing (Python/Excel/any other scripting). 2) Manage databases and optimize queries, manage web-based monitoring tool and portals. 3) Generate reports and visualizations in excel, ppt, and similar tools. 4) Support data pipelines/ETL processes. 5) Work on Linux/Windows systems with version control (Git). 6) Ensure data quality, consistency, and documentation AND any other work assigned by the Authority.</p>

			<p>EWS (1)</p> <p>Post Code: T-6 (g) Desirable : 5 years relevant experience in a reputed ICT organization or an academic department. Computer Proficiency: Working knowledge of Linux/Windows operating systems and familiarity with standard office software (word processing, spreadsheets, presentations). Experience of working with LaTeX / MATLAB / Mathematica. Basic familiarity with Python, R, C/C++.</p> <p>Job Description: Ability to assist in: Data handling, maintaining departmental repositories and documentation, experience in managing Departmental computers, printers, and projectors, familiarity of Software installation and updates relevant to mathematics teaching and research, familiarity with maintaining web pages, repositories, or learning platforms (Moodle etc.) AND any other work assigned by the Authority.</p>
3	Junior Office Assistant (For General Administration)	4	<p>UR-5, SC-02, OBC-NCL- 03, EWS-1</p> <p>{1- PwBD, 02-ESM Horizontal reservation}</p> <p>Post Code: A-4 (a) Desirable: Higher qualification in Science/Engineering/Management/Law/ Finance; Experience in academic administration, HR, finance, or legal affairs in higher education institutions. Job Description: Academic Administration: admissions, examinations, record keeping, and student services (like hostel maintenance etc); Preparation of circulars/OM/Office communication; Manage/record keeping of service records, recruitment, promotions, disciplinary matters etc.; Coordination with the various sections for collaborative initiatives; Adhering to all the directions of the seniors, ensuring efficiency and transparency; Ensuring adherence to statutory body norms; Knowledge of government rules (CCS, DoPT, GFR, TA/DA claims, service records etc.); Proficiency in bilingual communication (English & Hindi); good interpersonal skills with emphasis on clarity, inclusivity, and transparency. Must have typing speed of 35 WPM</p>
4	Junior Office Assistant (For Accounts Department)	4	<p>UR-2 SC-1</p> <p>Post Code: A-4 (b) Desirable : Bachelor's/Master's Degree in commerce with 4 years relevant experience (handling finance & accounts) in office environment. Job Description: The selected candidate is expected to perform account related activities that include Operating Accounting Package (Tally); Operating PFMS/TSA (Institute's/Project); Voucher processing (Journal, Payment, Receipt, Contra, Foreign payments etc.); Bank Reconciliation of various bank accounts; Maintaining taxes data (GST, TDS-GST, TDS-IT, Tax invoices, Receipt/Payments); Maintaining data for financial Budgeting; Processing of TA/DA, LTC, Medical, CPDA and other personal claims; Maintaining Payrolls; Maintaining data for receipts (fee and other receipt); Filing and record maintenance AND any other work assigned by the Authority. Must have typing speed of 35 WPM</p>

4	Attendant	1	UR-1	<p>Post Code: A-5 (a) Desirable : One year or more of relevant work experience like- Driving for high-level dignitaries, external experts, or senior administration officials, ability to perform minor repairs and maintain a good vehicle maintenance record; knowledge of laboratory procedures, handling, and maintenance of specialized equipment; Familiarity with office procedures such as file maintenance, stock registers, Noting & Drafting, and bookkeeping</p> <p>Job Description: Perform various support tasks, assist in office operations, manage supplies, and support staff as needed.</p>
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