



INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA

Mohanpur Campus, Mohanpur - 741 252, Dt. Nadia, West Bengal

The Indian Institutes of Science Education and Research Kolkata was established by the Ministry of Human Resource Development (MHRD), Government of India in the year 2006 with the basic mandate to provide quality science education and to carry out research in basic and frontier areas of science involving both undergraduate and postgraduate students.

The Institute invites applications from Indian nationals for the following position on contract basis:

Name of the Post	Data Entry Operator
Number of Post	01 (one)
Consolidated Pay	Commensurate with qualification and experience
Qualification	Diploma/Degree in Computer Science/Information Technology
Experience	2 years relevant experience in Government Departments / Research organizations / Academic Institutions / University / Public sector undertakings etc.
Job Requirements	Familiarity with computing software (financial and administrative).
Desirable	Relevant knowledge of working in an ERP system.
Tenure	Initially for a period of 1 year. May be extended based on satisfactory performance.

Name of the Post	Accountant
Number of Post	01 (one)
Consolidated Pay	Commensurate with qualification and experience
Qualification & Experience	B. Com. or equivalent degree At least 2 years relevant experience in Government Departments / Research organizations / Academic Institutions / University / Public sector undertakings etc.
Job Requirements	Should have knowledge of handling day to day financial transaction/ activities of the accounts department. Familiarity with payroll management, knowledge of filling statutory returns, bank reconciliation, handling funded projects, cash and bank operations etc. Knowledge of balance sheet preparation, auditing etc. Experience of working on tally package is a must.
Desirable	Experience of working in R&D Office of any Institute/University
Tenure	Initially for a period of 1 year. May be extended based on satisfactory performance.

How to apply:

1. Applicants should send the application by email only to the following email ID on or before 31.10.2013:

dord@iiserkol.ac.in

2. Please mention the name of the Post in the subject line.
3. The list of the shortlisted candidates for interviews with details of date, time and venue will be put up on the Institute website under this advertisement and candidates will be informed by e-mail only.
4. Interviews are likely to be conducted on November 4, 2013.
5. The print out of the application form sent by email signed and dated by the applicant along with recent passport size photograph and photocopies of relevant certificates and other testimonials in support of age, qualification, experience etc. will be collected at the time of interview. Applicant must bring all the original certificates at the time of interview for the purpose of verification, along with one set of photocopies.

General Information/Details:

- 1) The above post is contractual and purely on temporary basis.
- 2) The appointed person shall have no claim of appointment / absorption in the Institute.
- 3) The qualification prescribed should have been obtained from recognized Universities/Institutions.
- 4) The prescribed essential qualifications/experience indicated are bare minimum and mere possessions of same will not entitle the applicants to be called for selection process. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the centre to call all the applicants. The Institute may restrict the number of applicants to be called for selection process to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The applicants should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications / experience prescribed along with scanned photocopies of marks sheets / certificates.
- 5) Relaxation in age, educational qualification and / or experience may be considered in case of exceptionally meritorious applicants, with prior approval of the Competent Authority.
- 6) No TA/DA will be admissible for appearing for the interview.
- 7) Selected candidates will have to join duty immediately on receipt of the offer.
- 8) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 9) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.