

INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
Jadavpur, Kolkata - 700032

Adv No: IACS/ADVT/P/10

Date: 14. 09. 2017

Due to some unavoidable reasons, the Advt. No. IACS/ADVT/P/9 dated September 7, 2017 is cancelled.

Applications are invited using the form available in the website of the Indian Association for the Cultivation of Science (www.iacs.res.in) for filling up the posts, as detailed below. The form will also be available in the Receipt & Dispatch Section of IACS on any working day.

Filled in applications along with a passport size photograph affixing on it, supporting documents in support of educational qualification, age and experience duly attested, will be received by the Receipt and Dispatch Section on any working day upto ~~October 10, 2017~~ **November 17, 2017** November 24, 2017. Applications may also be sent electronically to the Acting Registrar, Indian Association for the Cultivation of Science, Jadavpur, Kolkata 700032, in the following e-mail id: recruitment@iacs.res.in. In case of online application, the Examination Fees must reach the administrator within 15 days from the date of application.

Examination Fees :

- (i) Rs. 1000/- for Group 'A' posts
- (ii) Rs.500/- for posts other than Group 'A'
- (iii) No fees for SC/ST candidates

Examination fees will have to be sent together with the application by a demand draft drawn on State Bank of India, in favour of "INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE" payable at Kolkata. The Demand draft no. should be mentioned in the application form.

1. **Assistant Librarian:** One post (UR category) in the PB-3 of Rs.15600-39100/- and Grade pay of Rs.5400/-.

Qualification & Experience: B. Lib. with seven years of experience and capable of handling a computerized library.

Desirable: The candidate should have good reading, writing and speaking skills and knowledge of computer applications relevant to library work and experience in handling Digital Modern Library and online resources.

2. **Assistant Registrar:** One post (OBC) in the PB-3 of Rs.15600-39100/- and Grade Pay of Rs.5400/-.

Qualification & Experience: Master's Degree with seven years of experience or Bachelor's degree with twelve years of experience.

Desirable: Having good reading and writing skill in English, knowledge of computer applications and conversant with Government rules in areas like establishment matters and general administration. Preference will be given to candidates with experience of working in a responsible administrative position in Government Organization/Academic or Research Institution/PSU and/or having experience in e-governance.

3. **Technical Superintendent:** One post (OBC) in the PB-2 of Rs.9300-34800/- and GP-Rs.4600/-.

Qualification & Experience: HS with diploma in Mechanical/Electrical/ Instrumentation Engineering with seven years of experience in Workshop or laboratory having some specialized technical knowledge.

Desirable: Experience in Computer hardware/software and or handling sophisticated/state-of-the-art scientific instrument.

4. **Technical Assistant 'B':** One post (UR Category) in the PB-2 of Rs.9300-34800/- and Grade Pay of Rs.4600/-.

Qualification & Experience: B.Sc. with 7 (seven) years experience or HS with diploma in Engineering with 4 (four) years experience, or B.Sc. with editorial experience.

Desirable: BE (Computer Engineering)/B Tech (CS)/MCA and experience in installing, running and maintaining various application servers and/or networking.

Preferable background: Degree/Diploma in Computer Engineering/Computer Science/Computer Application will be preferred.

5. **Assistant:** 3 Posts (2 UR and 1 reserved for SC candidates) in the PB-2 of Rs.9300-34800/- and Grade Pay of Rs.4600/-.

Qualification & Experience: Bachelor's degree with five years experience, having good knowledge of English and computer applications and office administration.

Desirable: Having good reading and writing skill in English, knowledge of computer applications and conversant with Government rules in areas like establishment matters and general administration and having knowledge in e-governance. Computer proficiency will be necessary.

6. **Assistant (Office):** 1 post reserved for ST candidates in the PB-2 of Rs.9300-34800/- and Grade Pay of Rs.4600/-

Qualification & Experience: Bachelor's degree with five years experience, having good knowledge of English and computer applications and office administration.

Desirable: Having good reading and writing skill in English, knowledge of computer applications and conversant with Government rules in areas like establishment matters and general administration and having knowledge in Stores, Purchase, etc. Computer proficiency will be necessary.

Criteria of experience, etc. may relaxed for exceptionally qualified candidates, as per IACS Bye-Laws.

General Instructions:

1. The post carries allowances, retirement and other benefits as per New Pension Scheme as are admissible to the Central Government Employees stationed at Kolkata.
2. Candidates who have not acquired the educational qualification (declaration of results) on the closing date of receipt of application shall not apply.
3. Any subsequent amendments/modifications etc on this matter will be notified in the institute website only which may be referred to by the interested candidates continuously.
4. Institute reserves the right not to fill up/cancel the post advertised without assigning any reason.
5. Candidature of the application shall be subjected to verification of testimonials at any subsequent stage.
6. Candidates may ensure that they fill in the correct information; Candidates who furnish false information are liable to be disqualified at any state of recruitment.
7. Candidates may be assessed through multiple levels screening involving reading/writing/speaking skills, if necessary.
8. Shortlisted candidates will finally be called for interview for the Group-A positions. Only such shortlisted candidates be informed individually via-e-mail and correspondence address provided by them in their applications. The mode of selection/screening for the different posts as decided by the Institute will be notified individually and/or through website from time to time.
9. Candidates belonging to the reserved category, if desirous to be considered against Unreserved posts, must indicate this clearly in the space "Post applied for".
10. No TA/DA shall be paid to the candidates for attending the interview.
11. Applications in respect of regular employees in Government Departments/Autonomous Bodies/PSUs should be forwarded through proper channel and NOC to be brought at the time of interview. However, those who are forwarding their application through proper channel are advised to submit an advance copy of application form well before the last date.
12. In case the last date fixed for receipt of applications is declared a holiday, next working day shall be deemed to be the last date for receiving the applications.
13. Application form (a) received after the last date or (b) incomplete in any respect or (c) any fresh enclosures received after the last date shall not be considered.
14. The candidates should send their applications in an envelope superscripted clearly "**APPLICATION FOR THE POST OF (Name of the post, one intends to apply for)**".

15. Selection may be made through multiple level screening including personal skill test (for screening purpose only) and/or written test; and/or through interview (if applicable) as per IACS Bye-Laws (available at the website).

16. Selection Committee may cancel an application at any time, in case qualification and experience criteria are not met.

Acting Registrar