

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

Adv No:IACS/ADVT/P/03 Date: 20.08.2019

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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 during 11 a.m - 4 p.m latest by 14.10.2019.

1. HOW TO APPLY:

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 up to 14.10.2019.

2. APPLICATION FEE

2.1

Sl No.	Group of Post	Candidates Category	Fee (Rs.)
01	Group A	SC/ST and Female Candidates	1000/-
		All other categories	2000/-
02	Group B & C	SC/ST and Female Candidates	500/-
		All other categories	1000/-

Candidates applying for multiple posts will have to submit separate applications and examination fee for each category of post.

Note: Any Tax/Bank Transaction Charges will be borne by the candidate.

2.2 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 number should be mentioned in the application form.

2.3 Applications received without the prescribed fee shall not be considered and shall be summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

3. VACANCIES

3.1 Details of vacancies are as follows :

Category of Post	Total No of Posts	Name of Posts	Group	Post wise Vacancy	Category wise details of vacancy			
					UR	OBC	SC	ST
Administrative	19	Registrar	Group A	01	01	00	00	00
		Security Officer	Group B	01	01	00	00	00
		Office Superintendent	Group B	04	02	01	01	00
		Office Superintendent (F&A)	Group B	04	02	01	00	01

		Assistant	Group B	03	01	00	01	01
		Upper Division Clerk	Group C	06	04	01	01	00
Technical	10	Technical Superintendent	Group B	04	01	01	01	01
		Junior Engineer (Electrical)	Group B	01	01	00	00	00
		Senior Technician (Electrical)	Group B	01	01	00	00	00
		Senior Technician (Publication & Journal)	Group B	01	01	00	00	00
		Technical Assistant B	Group B	03	02	00	00	01

3.2 Vacancy position indicated in the Advertisement is tentative. The Institute reserves the right to increase /decrease the number of posts at the time of selection and make appointments accordingly.

3.3 The Institute Authority reserves the right to either fill up all the posts or some of the posts or none of them as mentioned in the Advertisement without assigning any reason.

3.4 The institute is not liable to compensate the applicant for any consequential damage / loss thereof.

4. EDUCATIONAL QUALIFICATION AND PAY:

4.1 Details of the Qualification, Experience and Pay for the different posts are as follows:

Name of Post	Qualification & Experience	Pay Level (as per Pay matrix of 7CPC implemented at this Association)
Registrar	Master's Degree/BE/Graduate (with MBA) or equivalent with twelve years of experience in a responsible position in a reputed organization, having good knowledge about administration and finance. The candidates should have consistently good academic record and experience in responsible position at Government Organizations/Academic or Research Institutions/Public/Private Sectors. Incumbents having sound knowledge of the Government Rules in areas like Service matters/ Finance and Accounts/ Purchase Procedures/ Societies Registration/ Computer based Accounting/ Law etc will get preference. Appropriate weightage may be given to a candidate having degree/diploma in management or having other relevant professional qualification.	Level 12
Security Officer	Graduate with seven years experience in security, fire-fighting and laboratory safety.	Level 7

Office Superintendent	Bachelor's degree with ten years experience some of which is at supervisory level in Govt./PSU/Autonomous Bodies/ Reputed Organization having good knowledge of English and Computer applications and Office Administration. The candidate is expected to be well conversant with Service Rules of GOI i.e. F.R., S.R., Pension etc and is required to handle all establishment matters independently including Reservation Rules, Purchase procedure etc. Master's degree would be preferred.	Level 7
Office Superintendent (F&A)	Bachelor's degree in Commerce with ten years experience some of which is at supervisory level in Govt./PSU/Autonomous Bodies/ Reputed Organization. S/he is required to be familiar with computer application in accounting, Tax, Budgeting etc. Master's degree would be preferred.	Level 7
Assistant	Bachelor's degree with five years experience at senior level in Govt./PSU/Autonomous Bodies/ Reputed Organization having good knowledge of English and Computer applications and Office Administration. The candidate is expected to be well conversant with Service Rules of GOI i.e. F.R., S.R., Pension etc and is required to handle all establishment matters independently including Reservation Rules, Purchase procedure etc.	Level 7
Upper Division Clerk	Graduate with three years experience having good knowledge of English and computer application for office work.	Level 5
Technical Superintendent	HS with diploma in Mechanical/Electrical/ Instrumentation Engineering with seven years of experience in Workshop or laboratory having some specialized technical knowledge.	Level 7
Junior Engineer (Electrical)	HS with diploma in Electrical Engineering and five years experience.	Level 7
Senior Technician (Electrical)	HS with diploma in engineering in respective trade with five years experience.	Level 7
Senior Technician	HS with diploma in engineering in respective trade with five years experience.	Level 7

(Publication & Journal)		
Technical Assistant B	B.Sc. with seven years experience in laboratory or HS with diploma in engineering/draftsmanship with four years experience or B.Sc. with editorial experience.	Level 7

4.2 Age relaxation - Permissible relaxation in upper age limit for different categories are as per Govt of India rules.

4.3 The Pay Structure is under review of DST. The present level may change under order of DST or other Govt instructions.

4.4 IACS reserves the right to relax or waive the qualification, age, experience and other recruitment criteria as per its approved Byelaws.

5. SELECTION PROCEDURE

5.1 The institute at its discretion may conduct multiple level screening including written test, skill/trade test etc. and/or interview for selection of candidates for appointment to the above posts on the basis of merit. The decision of the IACS authority shall be final in this regard.

5.2 The scheme of examinations/selection tests will be notified in the IACS official website in due course.

5.3 Reservation criteria, including that of EWS will be as per relevant Government of India rules.

6. IMPORTANT DATES

Last date for receipt of application: **14.10.2019 (up to 4.00 PM)**

Date of Screening Test/Written Exam/Trade Test etc. : **Will be notified in due course in the official website of IACS.**

7. GENERAL INSTRUCTIONS:

7.1. The post carries allowances, retirement and other benefits as per New Pension Scheme as are admissible to the IACS Employees.

7.2. Candidates who have not acquired the educational qualification (declaration of results) on the closing date of receipt of application shall not apply.

7.3. 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.

7.4. Candidature of the application shall be subject to verification of testimonials at any subsequent stage.

7.5. 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.

7.6. The institute at its discretion may assess the candidates through multiple level screening involving reading/writing/speaking/technical skills and other necessary aptitude, as decided by the Administration.

7.7. 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.

7.8. No TA/DA shall be paid to the candidates for attending the interview.

7.9. 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.

7.10. 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.

7.11. 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.

7.12. 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 along with advertisement number)”**. Candidates who wish to apply for more than one post must submit separate application forms against paying separate application fees, failing which the candidature will not be considered for any of the posts applied for.

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

Acting Registrar