

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

**Adv No: IACS/ADVT/P/02**

**Date: 23 .12. 2022**

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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](http://www.iacs.res.in)) for filling up the posts of **10 (ten) Multi Tasking Staff (General)** 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 31<sup>st</sup> January, 2023.

### **1. HOW TO APPLY:**

Filled in applications along with a passport size self attested 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 31<sup>st</sup> January, 2023.

### **2. APPLICATION FEE**

2.1

<b>Name of Post</b>	<b>Candidates Category</b>	<b>Non-refundable Application Fee (Rs.)</b>
Multi Tasking Staff (General)	SC/ST and Female Candidates	500/-
	All other categories	1000/-

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

2.2 Application 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 :

<b>Name of Posts</b>	<b>Group</b>	<b>Category of Post</b>	<b>Total No of Posts</b>	<b>Category wise details of vacancy</b>		
				<b>ST</b>	<b>OBC</b>	<b>EWS</b>
MTS (General)	Group C	Administrative	10	4	3	3

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:

<b>Name of Post</b>	<b>Qualification</b>	<b>Pay Level</b>
MTS (General)	Matriculation Examination or equivalent from a recognized board	Level 1 in 7CPC with Basic Pay of Rs.18,000/-.

In addition to Pay, they will also be eligible for DA, HRA and Transport Allowance and other allowances as are admissible to the Central Government Employees stationed at Kolkata. Total minimum emoluments as on date would be Rs.31,563/- (approx.) per month with other admissible benefits as per Institute's rules.

4.2 Age Limit - 18 to 27 years for fresher, as on the closing date of receipt of application  
Age relaxation - Permissible relaxation in upper age limit, as on the closing date of receipt of application, for different categories are as per Govt of India rules.

4.3 The pay structure is under review of Department of Science & Technology(DST), Government of India and subject to change under order of DST or other Govt. instructions.

4.4 Candidates likely to fulfil the required qualification may also apply provided they acquire the essential eligibility criteria at the time of joining.

4.5 IACS reserves the right to relax or waive the qualification, age 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. 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 IACS will have the right to decide cut-off marks for the tests and the rule to resolve degeneracy in the marks. Candidates scoring below the cut-off in the selection test will have no right to claim appointment. Cut-off for reserved category will be fixed as per norms of IACS.

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

## **6. IMPORTANT DATES**

Last date for receipt of application: 31<sup>st</sup> January, 2023 (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 applicants would be admitted to the Written Test/ Skill Test/ Trade Test on the basis of the information furnished by them in their application form. They are, therefore, advised to ensure that they fulfil all the eligibility conditions before applying. In case it is found at a later stage that the information furnished by an applicant is false or an applicant does not fulfil any other eligibility conditions, the candidature of such applicant would be cancelled and no correspondence in this regard would be entertained. Issuance of invitation to appear for Written Test/Skill Test/Trade Test shall not confer any right for appointment. Appointment will be solely subject to fulfilment of all the eligibility conditions and recommendations of the Selection Committee.

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

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. Incomplete application and testimonials detected at any stage will be liable for cancellation of candidature.

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 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 Written Test/Trade Test/Interview.

7.9 Applications in respect of regular employees in Government Departments/Autonomous Bodies/PSUs should be forwarded through proper channel. 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 (d) application without self-attested copies of certificates / testimonials shall not be considered and are liable to be rejected.

7.12 The candidates may 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) .**

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

**Registrar**