



# इण्डियन एसोसिएशन फॉर द कल्टीवेशन ऑफ साइंस INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE

(An Autonomous Institute of Department of Science & Technology, Government of India and  
a deemed to be University under section 3 of UGC Act, 1956)

2ए और बी, राजा एससी मल्लिक रोड, जादवपुर, कोलकाता - 700 032  
2A & B, Raja S.C. Mullick Road, Jadavpur, Kolkata - 700 032

Adv No: IACS/ADVT/P/05/1167

Date: 10 .10. 2023

Applications are invited from eligible candidates 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 following regular posts on direct recruitment on the result of open competitive selection procedure 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. till the closing date of receiving the application.

## 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, caste and experience duly attested, will be received by the Receipt and Dispatch Section only during office hours on any working day till the closing date of receiving the application.

## 2. APPLICATION FEE

2.1

Category	Non-refundable Application Fee (Rs.)
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 :

Name of Post	Classification	Total No of Posts	Category wise vacancy			
			UR	EWS	OBC [NCL]	ST
Assistant Registrar	Group A (Administrative)	1	1	--	--	--
Assistant Librarian	Group A (Library)	1	--	--	1	--
Assistant	Group B (Administrative)	5	2	1	2	--
Assistant (F&A)	Group B (Administrative)	2	1	--	1	--
PA to Registrar	Group B (Administrative)	1	1	--	--	--
Technical Assistant-B	Group B (Technical)	6	3	1	2	--
Upper Division Clerk	Group C	4	3	--	1	--
MTS (Technical)	Group C	10	5	2	2	1

**Abbreviation Used:** UR - Unreserved, OBC [NCL] - Other Backward Class[Non-Creamy Layer], ST - Schedule Tribe, EWS - Economically Weaker Section

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 during any stage of the recruitment process without assigning any reason.

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

#### 4. ESSENTIAL QUALIFICATION, EXPERIENCE, JOB DESCRIPTION, AGE LIMIT AND PAY:

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

Name of Post	Essential qualifications	Experience	Job description	Age Limit	Pay Level
Assistant Registrar	I. Master's Degree Or II. Degree	I. With Seven years of experience in Administration Or II. With twelve years of experience in Administration	Assist the Registrar & Deputy Registrar in all establishment/ administrative matters in discharge of his/her duties or act as per requirement of the Institute.	Not exceeding 35 years	Level 10 in 7CPC with initial Basic Pay of Rs.56,100/-
Assistant Librarian	B. Lib.	With Seven years of experience and capable of handling a computerized library	To assist the Librarian to manage the Library with advanced technology, cater to the needs of the Researchers, manage Budget, Audit, subscription, staff etc. or act as per requirement of the Institute.	Not exceeding 35 years	Level 10 in 7CPC with initial Basic Pay of Rs.56,100/-
Assistant	Bachelor's Degree	With five years of experience, having good knowledge of English and Computer applications and office administration.	To look after establishment work and handle personal files of the employees and assist his/her superiors in the relevant field of work or act as per requirement of the Institute.	Not exceeding 30 years	Level 7 in 7CPC with initial Basic Pay of Rs.44,900/-
Assistant (F&A)	Commerce Graduate	With five years of Experience and familiarity with computer applications in accounting.	To look after accounts work and handle different accounts related/files /matters of the Institute and assist his/her superiors in the relevant field of work or act as per requirement of the Institute.	Not exceeding 30 years	Level 7 in 7CPC with initial Basic Pay of Rs.44,900/-
PA to Registrar	Graduate	5 years experience in Secretarial work and/or stenography	Secretarial work or act as per requirement of the Institute.	Not exceeding 30 years	Level 7 in 7CPC with initial Basic Pay of Rs.44,900/-
Technical Assistant-B	I. B.Sc. Or II. HS with diploma in Engineering/ Draftsmanship Or III. B.Sc.	I. With Seven years of experience in Laboratory Or II. With Four years experience Or III. With Four years editorial experience	To extend technical support to the Academic staff in their research activities or act as per requirement of the Institute.	Not exceeding 30 years	Level 7 in 7CPC with initial Basic Pay of Rs.44,900/-
Upper Division Clerk	Graduate	With three years of experience having good knowledge of English and Computer applications for office work.	Maintenance of Service Books and personal files of employees, deal with leave, pay fixation, promotion, pension, LTC, CEA etc, or act as per requirement of the Institute	Between 18 and 25 years	Level 5 in 7CPC with initial Basic Pay of Rs.29,200/-
MTS (Technical)	Matriculation Examination or equivalent from a recognized board + 2 years ITI Trade Certificate.	---	---	Between 18 to 25 years	Level 1 in 7CPC with initial 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 along with other admissible benefits as per Institute's rules. The employees of the Institute will be governed by the National Pension System.

4.2 The lower age limit for all the posts shall be 18 years. The upper age limit mentioned in the advertisement is with reference to the unreserved vacancies. For certain age concessions admissible to various categories please go through the instruction regarding Concessions & Relaxations as mentioned below under Sl. No.5.

4.3 Minimum Essential Qualification : All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess the essential qualifications and requisite experience as laid down for various posts. No interim queries in any form whatsoever will be entertained. The prescribed essential qualifications and experience are the minimum and the mere possession of the same does not entitle candidates to be called for selection tests/interview. In the event of number of applications being large, the Institute will resort to shortlisting criteria to restrict the number of candidates to be called for selection tests/interview.

4.4 Maximum age limit, essential qualifications, experience and all other eligibility criteria shall be reckoned as on the closing date of application for the posts (cut-off date).

4.5 Where a specialization is required in the qualifying degree in the educational qualification, candidate is required to submit a certificate from the University/ Institution clearly specifying the specialization in the qualifying degree.

## **5. RESERVATION, CONCESSIONS & RELAXATIONS :**

5.1 Reservation for ST/OBC/EWS will be as per the Policy of Government of India.

5.2. Candidates, who will apply against any of the reserved category posts, viz. ST/OBC/EWS, will be considered on the production of valid Caste /EWS Certificate issued by the Appropriate/Competent Authority on the latest prescribed format.

5.3 Age Relaxation for Departmental Candidates : Relaxation in the upper age limit for departmental candidates for appointment by direct recruitment to Group C posts will be up to 40 years of age.

5.4 Age Relaxation for serving Government Employees : Age may be relaxed for serving Government employees.

5.5 Crucial date for claim of ST/ OBC/ EWS etc. status or any other benefit viz. fee concession, reservation, age-relaxation, etc.will be the closing date for receipt of applications.

5.6 A person seeking appointment on the basis of reservation to OBCs must ensure that s/he possesses the caste/ community certificate and does not fall in creamy layer on the crucial date.

### **5.7 For OBC Candidates:**

a) Candidates applying under OBC category must produce the valid caste certificate in the format provided by DoPT vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and as amended from time to time.

b) OBC candidate's eligibility will be based on the caste(s) borne in the Central List of Government of India.

c) The vacancies are being advertised in the Financial year 2023 - 2024, therefore, valid NCL - OBC certificate issued after 01.04.2023 will be considered valid. Candidates, who have NCL - OBC certificate issued before this period (i.e. 01.04.2023) will not be considered valid for this advertisement. Therefore, OBC candidate must ensure that they have a valid OBC certificate.

d) OBC candidate(s) should not belong to Creamy Layer, failing which their candidature will not be considered for OBC post.

### **5.8 For EWS Candidates:**

a) Application under EWS category will be considered subject to submission of Income and Assets certificate in the prescribed format issued by the Competent Authority. Therefore, EWS candidate must ensure that they have valid EWS certificate application showing the income from all sources for the financial year prior to the year of application as per DoPT OM No 36039/1/2019-Estt (Res) dated 31.01.2019.

b) Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category.

c) As per DoPT OM No 36039/1/2019-Estt (Res) dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidates is the closing date for receipt of application for the post. Therefore, EWS candidate must ensure that they have a valid EWS certificate for the financial year 2023-24

5.9 For ST Candidates :- Candidates applying against vacancies reserved for ST category should note that they have to submit the Caste Certificate issued by the Competent Authority along with their application.

## **6. SELECTION PROCEDURE**

6.1 The institute at its discretion may conduct multiple level screening consist of written tests, skill/trade test etc. and/or personal 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.

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

6.3 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 by the competent authority subsequently.

## **7. IMPORTANT DATES**

**Closing date for receipt of application: On or before 30 days (45 days for the applicants of North-Eastern regions) from the date of publication of the Recruitment Advertisement in the Employment News (up to 5.00 PM).**

**Date of Screening Test, Written Exam, Skill/Trade Test, Personal Interview etc. : Will be notified in due course in the official website of IACS and/ or issuance of letter.**

## **8. GENERAL INSTRUCTIONS:**

8.1. 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 fulfill 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 fulfillment of all the eligibility conditions and recommendations of the Selection Committee.

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

8.3 The recruitment process shall be transparent as far as practicable and the regular update of information in this matter will be made available in the institute website. 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.

8.4 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.

8.5 Candidates may ensure that they fill in the correct information; Candidates who furnish false information are liable to be disqualified at any stage of recruitment.

8.6 The institute at its discretion may assess the candidates through multiple level screening.

8.7 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.

8.8 No TA/DA shall be paid to the candidates for attending the Written Test/Trade Test/Interview.

8.9 Candidates working in Government Departments/Semi or Quasi Government/Autonomous Bodies/PSUs etc. or any institution funded by Government on regular basis, should send their application 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 closing date.

8.10 Candidates working on contractual/ad-hoc basis in Government Departments/Semi or Quasi Government/Autonomous Bodies/PSUs etc. or any institution funded by Government, should attach a copy of No Objection Certificate from their present organization/employer.

8.11 In case the closing date fixed for receipt of applications is declared a holiday, next working day shall be deemed to be the closing date for receiving the applications.

8.12 Candidates applying for more than one post need to send separate envelope containing application along with requisite documents, subject to the condition that they fulfill all other eligibility criteria required for the post and deposit the requisite application fee separately for each post as applicable.

8.13 Application form (a) received after the closing date or (b) received through email or (c) received not through proper channel/without NOC, wherever applicable or (d) incomplete in any respect or (e) any fresh enclosures received after the closing date or (f) application without self-attested copies of certificates / testimonials will not be considered and are summarily liable to be rejected.

8.14 The candidates should send their duly filled in applications along with requisite documents in support of his/her candidature in an sealed envelope superscripted clearly “**APPLICATION FOR THE POST OF (Name of the post along with advertisement number)** to **The Registrar, Indian Association for the Cultivation of Science, 2A & B, Raja S. C. Mullick Road, Kolkata – 700032 by post**. The Institute shall not be responsible for postal delays, if any. Candidates applying for more than one post need to send separate envelope containing the application along with documents mentioned above.

8.15 Before sending the hard copy of application, candidates are advised to check whether s/he has attached all necessary documents, testimonials as per the advertisement text. The Institute will not be held responsible for rejection of his / her application. No interim queries for short fall of any document in this regard will be entertained.

8.16 Selection Committee may cancel an application at any time, in case qualification and experience criteria are not met. IACS reserves the right not to fill up the posts, if suitable candidates are not found.

8.17 Canvassing or bringing influence in any form will disqualify the candidature.

**Registrar**