



राष्ट्रीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भुवनेश्वर

(परमाणु ऊर्जा विभाग, भारत सरकार का एक स्वयंशासित संस्थान)

NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH BHUBANESWAR

(An Autonomous Institution under the Department of Atomic Energy, Govt. of India)

Advertisement for the post of Finance Officer (FO)

Advertisement No.: NISER/RC/2024/NA/01

Publication Date: 01.02.2024

Closing Date: 30.04.2024

National Institute of Science Education and Research (NISER), Bhubaneswar, has been set up at Jatni in Khurda District of Odisha by the Department of Atomic Energy, Government of India as a unique institution of its kind pursuing undergraduate and postgraduate education in sciences combined with frontline research. The campus of NISER at Jatni is spread over a sprawling 300 acres of land on the outskirts of Bhubaneswar. It is a fully residential campus with all modern living amenities including a health center, banking facilities, post office, etc.

NISER invites applications from eligible citizens of India for the post of Finance Officer as per the details given below.

Mode of Appointment:

On deputation basis initially for a period of 3 years which may be extended further as decided by the Competent Authority, subject to satisfactory performance and following the extant rules on deputation. The selected candidate is likely to be absorbed after the successful completion of the Deputation period subject to approval by the Competent Authority. All the prevalent Govt. of India rules/rules of DAE shall be followed during this recruitment. The details of the post are given below:

Name & Number of Post: Finance Officer (One post)

Pay Level as per 7th CPC Pay matrix: - Level-13-A (Rs.131100 -216600)

Details of essential qualifications, age, and experience for the post:

- Educational Qualification: Master's degree in any discipline with at least 55 % of marks or its equivalent grade.
- Age Limit: Not more than 56 years as on **30.04.2024 (Closing Date of application)**.
- Experience: 15 years of experience, of which at least 5 years shall be as Dy. Registrar or an equivalent post in Level-12 as per 7th CPC or above grade in Govt./Govt. Aided Institutions / PSU is needed to be considered for deputation.

Age and experiences would be considered as on **30.04.2024 (Closing date of application)**.

It is requested that the application, self-attested copies of certificates, mark sheets of educational certificates, and experience certificates from the eligible officers who can be relieved immediately on selection, may be forwarded to the undersigned in the prescribed pro-forma (on or before the closing date) along with the following documents: -

- CR dossiers containing ACRs/APARs for the last five years. In the case of photocopies of CR dossiers, it should be duly attested by an officer not below the rank of Under Secretary or equivalent to the Government of India.
- Vigilance / Disciplinary Clearance;

(iii) Integrity Certificate;

(iv) A statement showing major/minor penalties, if any, imposed during the last ten years. The statement is also required in case of 'NIL' information.

Those who could not send the application through the proper channel in time due to genuine reasons may send an advance copy of their application along with self-attested copies of certificates and other documents. Such candidates need to submit a **No Objection Certificate (NOC)** containing statements on vigilance/disciplinary clearance, integrity certificate, the statement on major/minor penalties if any, and CR dossiers from their parent organization at the time of interview as stated above without which he/she will not be permitted to attend the Interview.

Job Profile:

- i) He/she shall be in charge of the Finance and Accounts section of the Institute.
- ii) He/she shall be in charge of the funds received by the Institute and payments to be made by the Institute.
- iii) He/she shall prepare, in consultation with the Director, NISER the annual budget of the Institute for submission to the Board of Governors.
- iv) Any other job assigned by the competent authority from time to time.

Mode of Recruitment:

Personal Interview.

General information about posts advertised:

1. All applicants should send their applications **through the proper channel** or else need to submit a No Objection Certificate (NOC) from his/her parent organization without which he/she will not be allowed to appear for the interview.
2. Mere fulfilling the minimum eligibility criteria mentioned herein may not entitle a candidate to be called for an interview. Institute reserves the right to fix higher criteria for short-listing of applications for recruitment. Only shortlisted candidates will be called for a personal interview.
3. The Institute reserves the right to consider whether to fill or not to fill the position. The Institute has the right to set different as well as higher norms, while short-listing, taking into account the specific requirement.
4. The Institute reserves the right to withdraw the advertised post at any time without assigning any reason thereof.
5. In the case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/department along with the required documents.
6. The candidate should not have been convicted by any court of law.
7. The competent authority reserves the right of any amendment, cancellation, and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
8. The shortlisted candidates will be called for a personal interview, to be held at NISER campus, Jatni, Khurda, Odisha.
9. The selection to the post of Finance Officer (on Deputation/FST) will be made as per the recommendation of the duly constituted selection committee. The committee will make recommendations of the candidates based on their performance in the interview. The final selection will be made as per the approval of the Competent Authority based on the recommendation of the selection committee.
10. The decision of the competent authority regarding the interview, verification of documents, and selection would be final and binding on all candidates. No representation/correspondence will be entertained by the authorities in this regard.

How to apply:

- i) Applicants need to send the hard copy of the duly filled-in application through offline mode along with other necessary documents like self-attested copies of certificates, mark sheets, experience certificates, vigilance/disciplinary clearance, integrity certificates, major/minor penalty statements for the last ten years, CR dossiers containing ACRs/APARs for the last five years on or before the closing date of receipt of the application. **These forms and documents need to be forwarded through the proper channel duly certifying the hard copy of the application by the competent authority.** The candidate can also send an advance copy of the application along with other necessary documents, but he/she needs to submit NOC along with the above documents from his/her parent organization without which he/she will not be allowed to appear for the interview.
- ii) Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the closing date (last date of receipt of application). The applications are purely provisional, subject to verification of details/original documents when the candidate reports for the interview.
- iii) The envelope containing the application and other documents should be super scribing as **“Application for the post of ‘Finance Officer’ (advertisement No. NISER/RC/2024/NA/01)”**.
- iv) The application form complete in all respects duly forwarded by the competent authority along with self-attested copies of relevant certificates in support of educational qualifications, age, caste, experience and CR dossiers etc. must reach in the sealed envelope to the “Recruitment Cell” at the address mentioned below on or before 30.04.2024 (Closing date) through Registered Post/Speed Post only. In no case, NISER will be responsible for any delay in receipt of the application due to postal or any other reason.

Recruitment Cell
National Institute of Science Education and Research Bhubaneswar
PO- Bhipur-Padanpur, Via- Jatni
Dist- Khordha, Odisha – 752050, India
email:- recruitmentcell@niser.ac.in

Grounds of Rejection:

- Application in any other mode except as described above.
- Application received after the closing date.
- Application of candidate not fulfilling the eligibility criteria.
- Application without relevant self-attested copies of certificates and other documents as described above.

ANNOUNCEMENTS:

All further announcements/details about the recruitment process will only be published/provided on NISER website <https://www.niser.ac.in> from time to time.

Director