राष्ट्रीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भुवनेश्वर

परमाणु ऊर्जा विभाग, भारत सरकार का एक स्वयं शासित संस्थान

NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH BHUBANESWAR

(An autonomous research institution under Department of Atomic Energy, Govt. of India)

Advertisement for the Position of Deputy Controller of Accounts

Advertisement No.: NISER / RC / 2026 / NA / 01

Publication Date: 19.11.2026 **Closing Date: 27.02.2027**

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 **Deputy Controller of Accounts** as per the details given below.

Mode of Recruitment: Deputation / Permanent Absorption

Name & Number of Post: Deputy Controller of Accounts (One post)

Pay Level as per 7th CPC Pay matrix: Level-11 (67700 -208700)

Age Limit: Not more than 56 years as on **27.02.2027** (closing date of application)

Eligible grades for Deputation / Permanent Absorption:

Officers holding Analogous Post in DAE/Aided Institutions
OR
Officers having a minimum of 8 years regular service in Level-8 and above

Job Profile:

The Deputy Controller of Accounts shall assist the Finance Officer, who is the Head of the Finance and Accounts Section of the Institute. The Deputy Controller of Accounts shall:

1. Maintain and monitor accounts relating to various funds received by the Institute and payments made by the Institute, and report to and assist the Finance Officer in their proper maintenance.
2. Assist the Finance Officer in the preparation of the Annual Budget of the Institute.
3. Oversee the processing and payment of salaries of all employees and the settlement of personal claims of staff, faculty members, students, and other eligible persons.
4. Assist in the investment and disbursement of Institute funds in accordance with applicable rules and with the approval of the competent authority.
5. Attend to and facilitate the settlement of queries and observations raised by various statutory audit authorities, and ensure compliance with applicable tax and other statutory requirements.
6. Coordinate the preparation and finalisation of the audited annual financial statements of the Institute in consultation with the Independent Auditors or other appointed audit firms.
7. Perform such other duties and responsibilities as may be assigned by the competent authority from time to time.

Method of Selection: Written Examination, Perusal of APAR and Interview of Candidates

Age and experiences shall be considered as on **27.02.2027 (**closing date of application).

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

(i) CR dossiers containing ACRs/APARs for the last five years. In case photocopies of the CR dossiers are furnished, these should be duly attested by an officer not below the rank of Under Secretary to the Government of India or equivalent.

(ii) Vigilance/Disciplinary Clearance Certificate.

(iii) Integrity Certificate.

(iv) Statement of major/minor penalties, if any, imposed during the last ten years. The statement should also be furnished in case of "NIL" information.

General information about posts advertised:

1. All applicants must submit their applications through the proper channel of their parent organisation. Applications not forwarded through the proper channel shall not be considered for shortlisting.
2. Mere fulfilment of the minimum eligibility criteria specified herein shall not entitle a candidate to be called for the selection process. The Institute reserves the right to prescribe higher or additional shortlisting criteria, based on the specific requirements of the post. Only shortlisted candidates shall be called for the selection process.
3. Experience acquired in private organisations or through contractual, outsourced, project-based, or temporary positions shall not be counted towards the essential experience requirement.
4. The Institute reserves the right to fill or not to fill any or all of the advertised posts. The Institute may prescribe different or higher criteria for shortlisting, taking into account the specific requirements of the post.
5. The Institute reserves the right to withdraw any or all of the advertised posts at any time, without assigning any reason.
6. In the case of officers already on deputation, their applications shall be forwarded by their parent cadre/department, along with all the required documents.
7. The candidate shall not have been convicted by any court of law.
8. The Competent Authority reserves the right to amend, cancel, or modify this advertisement, in whole or in part, at any time, without assigning any reason or giving prior notice.
9. Shortlisted candidates shall be called for the selection process, which shall be conducted at the NISER campus, Jatni, Khurda, Odisha.
10. The decision of the Competent Authority regarding the recruitment process, verification of documents, shortlisting, and selection shall be final and binding on all candidates. No representation or correspondence in this regard shall be entertained.
11. Any dispute arising out of or in connection with this advertisement shall be subject to the exclusive jurisdiction of the courts at Bhubaneswar.

How to apply:

i) Applicants shall submit the duly filled-in application form (given in page 4-7 of this document) in hard copy through offline mode, along with all required documents, including self-attested copies of certificates, mark sheets, experience certificates, Vigilance/Disciplinary Clearance, Integrity Certificate, statement of major/minor penalties imposed during the last ten years, and CR dossiers containing ACRs/APARs for the last five years. The application and all supporting documents must be forwarded through the proper channel, with the competent authority duly certifying the application, and must reach NISER on or before the closing date for receipt of applications.

ii) Before applying, candidates are advised to ensure that they fulfil all the prescribed eligibility criteria for the post as on the closing date for receipt of applications.

Applications shall be treated as provisional and shall be subject to verification of the details and original documents at the time of the selection process.

iii) The envelope containing the application and supporting documents should be super scribed "Application for the post of '*Name of the Post*' on Deputation / Permanent Absorption Basis" (Advertisement No. NISER/RC/2026/NA/01).

iv) The duly completed application form, forwarded by the competent authority, along with self-attested copies of relevant certificates in support of educational qualifications, age, caste, experience, CR dossiers, and other required documents, must reach the Recruitment Cell, NISER, at the address mentioned below, in a sealed envelope through Speed Post only, on or before **27.02.2027** (Closing Date). NISER shall not 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: Bhimpur-Padanpur, Via- Jatni
Dist- Khordha, Odisha – 752050, India
Email: recruitmentcell@niser.ac.in

Grounds of Rejection:

- Application submitted through any mode other than the prescribed mode.
- Application received after the closing date.
- Application from a candidate who does not fulfil the prescribed eligibility criteria.
- Application not accompanied by the required self-attested copies of certificates and other supporting documents as specified 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