

Recruitment Notice for Non-Teaching Positions
Advt. No. NT- 01/2025
Date: December 31, 2025

 Opening date for submission of online application: **0900 hrs. of January 31, 2026**

 Closing date of submission of online application: **1730 hrs. of March 02, 2026**

 Crucial date for calculation of age/qualification/experience: **March 02, 2026**

The Indian Institute of Science Education and Research Berhampur, an Institute of National Importance, established by the Ministry of Education, Government of India, in order to promote higher scientific learning and research as well as scientific exploration at the undergraduate and postgraduate levels of education and to create scientists and academicians of the highest quality invites **ONLINE applications** from eligible Indian nationals to fill-up the following sanctioned regular post as per the reservation and mode of recruitment mentioned against each: -

Sl. No.	Name of the posts	Group	Pay level (as per 7 th CPC)	Mode of recruitment	Vertical Reservation					Horizontal Reservation	Total No. of posts
					UR	SC	ST	OBC	EWS	PWD	
A. Registry and Ministerial Cadre											
1.	Deputy Registrar	A	12	Direct Recruitment	01	00	00	00	00	00	01
2.	Private Secretary	B	7		01	00	00	00	00	00	01
3.	Junior Assistant (MS)	C	3		01	00	00	00	00	00	01
B. Ministerial Cadre											
4.	Senior Superintendent	B	7	Deputation	01	00	00	00	00	00	01
C. Technical (Laboratory) Cadre											
5.	Technical Officer (Lab)	A	10	Direct Recruitment	01	00	00	00	00	00	01
6.	Junior Technical Assistant (Lab)	C	5		01	00	00	00	00	00	01
D. Technical (IT) Cadre											
7.	Senior Technical Officer (IT)	A	11	Direct Recruitment	01	00	00	00	00	00	01
E. Engineering Cadre											
8.	Assistant Engineer (Civil)	B	7	Direct Recruitment	01	00	00	00	00	00	01
9.	Junior Engineer (Electrical)	B	6		01	00	00	00	00	00	01
F. Medical Cadre											
10.	Medical Officer	A	10	Direct Recruitment	01	00	00	00	00	00	01
11.	Nurse	B	7		01	00	00	00	00	00	01
G. Library Cadre											
12.	Junior Library Superintendent*	B	6	Direct Recruitment	00	00	00	00	00	01*	01
H. Sports and Physical Education Cadre											
13.	Physical Education Instructor	B	7	Direct Recruitment	01	00	00	00	00	00	01
I. Official Language Cadre											
14.	Junior Translator (Rajbhasha)	B	6	Direct Recruitment	01	00	00	00	00	00	01
Total					13	00	00	00	00	01	14

* The vacancy is reserved for applicants belonging to category of Persons with Benchmark Disability (PwBD) viz. One Arm (OA), One Leg (OL) and Hard of Hearing (HH).

The essential, desirable qualifications and experience for post(s) mentioned above are as under:

Deputy Registrar	
Name of the Position	Deputy Registrar
No. of vacancy	UR-01
Pay Level (as per 7th CPC)	Pay Level 12
Upper Age Limit	50 years
Minimum Educational Qualifications and Experience required for Direct Recruits	
Qualification	Master's Degree with at least 55% marks or an equivalent grade in a point scale.
Experience	5 years of administrative experience as Assistant Registrar at Pay Matrix Level 10 (Pre-revised PB-3: GP ₹5,400) or equivalent post in Government/ Government Research Establishments/ Universities/ Statutory Organizations/ Government Organization of high repute.
Private Secretary	
Name of the Position	Private Secretary
No. of vacancy	UR-01
Pay Level (as per 7th CPC)	Pay Level 7
Upper Age Limit	38 years
Minimum Educational Qualifications and Experience required for Direct Recruits	
Qualification	I. Master's Degree with 50% marks with an excellent command over the English language. II. Computer key depression speed equivalent to 60 words per minute. III. One-year Diploma/ Proficiency Certificate in Computer and office application from a recognised Institution.
Experience	5 years of relevant experience in Govt. organizations in Pay Level 6. Desirable: Sound knowledge of English Stenography/Shorthand with the speed of 100 words per minute.
Junior Assistant (Multi Skill)	
Name of the Position	Junior Assistant (Multi Skill)
No. of vacancy	UR-01
Pay Level (as per 7th CPC)	Pay Level 3
Upper Age Limit	30 years
Minimum Educational Qualifications and Experience required for Direct Recruits	
Qualification	Bachelor's Degree with 50% marks in any discipline with excellent computer proficiency in office applications like Work, Excel and PowerPoint etc.
Experience	3-years of relevant experience in office practices / hospitality and catering services.
Senior Superintendent (On deputation)	
Name of the Position	Senior Superintendent (On deputation)
No. of vacancy	UR-01
Pay Level (as per 7th CPC)	Pay Level 7
Upper Age Limit	Not exceeding 56 years (As per the DoPT OM No. AB-14017/11/2017-Estt.(RR) dated Feb 05, 2018)
Minimum Educational qualifications and experience required for Deputation.	
Qualification	Master's Degree in any discipline with at least 50% marks or its equivalent grade.
Experience	At least 5 years of experience in Pay Level 6 or above as Junior Superintendent or equivalent post in handling Administrative/ Finance & Accounting / Academic / Legal / Statutory / Audit / Stores & Purchase / Establishment matters in Central / State Government / Central / State funded Educational Institutes / Govt. Universities / Comparable Research Establishment and other Institution of Higher Education.



Name of the Position	Senior Technical Officer (IT)
No. of vacancy	UR-01
Pay Level (as per 7th CPC)	Pay Level 11
Upper Age Limit	50 years
Minimum Educational Qualifications and Experience required for Direct Recruits	
Qualification	B.E / B. Tech in relevant field with first class or equivalent grade (6.5 in 10 point scale) and consistently excellent academic record.
Experience	5 years of relevant experience in ICT in the post carrying Pay Level 10 or equivalent post.
Name of the Position	Technical Officer (Lab)
No. of vacancy	UR-01
Pay Level (as per 7th CPC)	Pay Level 10
Upper Age Limit	40 years
Minimum Educational Qualifications and Experience required for Direct Recruits	
Qualification	M. Sc / BS- MS Degree in Instrumentation/Physical Science with first class or equivalent grade (6.5 in 10 point-scale) and consistently excellent academic record.
Experience	5 years of proven research / laboratory experience in relevant field e.g., operation of scientific / technical equipment and support to academic and research framework of premier research and academic Institutes/organizations. The overall research / laboratory experience gained after Masters' Degree from premier research Institutes in relevant areas and the working experience gained in academic and research Institutes of high repute should be at least 5 years in total.
Name of the Position	Junior Technical Assistant (Lab)
No. of vacancy	UR-01
Pay Level (as per 7th CPC)	Pay Level 5
Upper Age Limit	33 years
Minimum Educational Qualifications and Experience required for Direct Recruits	
Qualification	Bachelor's Degree in Geology with at least 55% marks.
Experience	5 years' relevant experience in a laboratory /academic / Research / Establishment of National / International Repute in handling scientific equipment related to the laboratories of Earth & Environmental Sciences.
Name of the Position	Assistant Engineer (Civil)
No. of vacancy	UR-01
Pay Level (as per 7th CPC)	Pay Level 7
Upper Age Limit	38 years
Minimum Educational Qualifications and Experience required for Direct Recruits	
Qualification and Experience	<p>Bachelor's Degree in Civil Engineering with first class from a recognized University / Institute with 3 years' relevant experience in Pay Level- 6 as Junior Engineer or above in the field of construction of Institutional building, maintenance, designing and planning of civil works as per CPWD norms.</p> <p>(OR)</p> <p>Diploma in Civil Engineering with first class from a recognized University/ Institute with 5 years' relevant experience in Pay Level- 6 as Junior Engineer or above in the field of construction of Institutional building, maintenance, designing and planning of civil works as per CPWD norms.</p>

Name of the Position	Junior Engineer (Electrical)
No. of vacancy	UR-01
Pay Level (as per 7th CPC)	Pay Level 6
Upper Age Limit	35 years
Minimum Educational Qualifications and Experience required for Direct Recruits	
Qualification and Experience	<p>Bachelor's Degree in Electrical/HVAC Engineering with first class from a recognized University /Institute with at least of 5 years of field experience in electrical/HVAC works of construction/ maintenance of building projects preferably in organizations/ firms dealing with works as per CPWD/ PWD/ Govt. norms.</p> <p>(OR)</p> <p>Diploma in Electrical/HVAC Engineering with first class from a recognized University / Institute with at least 8 years of field experience in electrical/HVAC works of construction/ maintenance of building projects preferably in organizations/ firms dealing with works as per CPWD/ PWD/ Govt. norms.</p>
Name of the Position	Medical Officer
No. of vacancy	UR-01
Pay Level (as per 7th CPC)	Pay Level 10+NPA
Upper Age Limit	40 years
Minimum Educational Qualifications and Experience required for Direct Recruits	
Qualification	MBBS Degree or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register.
Experience	<p>At least 5 years of post-qualification experience, after completing compulsory rotating internship in a recognized large / multi-specialty hospital of good repute.</p> <p>Desirable: Post Graduate Qualification, preferably MD in General Medicine, or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register.</p>
Name of the Position	Nurse
No. of vacancy	UR-01
Pay Level (as per 7th CPC)	Pay Level 7
Upper Age Limit	38 years
Minimum Educational Qualifications and Experience required for Direct Recruits	
Qualification	Master's Degree with 50% marks in nursing from recognized University / Institutions (OR) First Class Degree in B.Sc. (Nursing) (4-year course) from a recognized Institute/ University and should be registered as Nurses & Midwife in Indian Nursing Council / State Nursing Council.
Experience	5 years clinical experience in minimum 50 bedded hospital recognized by Central / State Govt. / Medical Council of India.
Name of the Position	Junior Library Superintendent
No. of vacancy	UR-01 (reserved for PwBD, disabled category OA, OL, HH)
Pay Level (as per 7th CPC)	Pay Level 6
Upper Age Limit	35 years
Minimum Educational Qualifications and Experience required for Direct Recruits	
Qualification	Master's Degree in Library Science/Library and Information Science with 55% marks from a recognized University.

	OR Bachelor's Degree in Library Science/Library and Information Science with first class from a recognized University. Desirable: Diploma / Certificate in Computer Application/ Digital Library Management/ Library Automation from a recognized Institute or enough working experience in Library Digitization and Library Networking.
Experience	5 years of experience in the field of Library & Information Science in Digital Library Management / Library Automation and Library Networking in Central / State Govt. / Semi- Govt. / Govt. Autonomous organizations / Govt. Universities / Institutions of Higher Education.
Name of the Position	Physical Education Instructor
No. of vacancy	UR-01
Pay Level (as per 7th CPC)	Pay Level 7
Upper Age Limit	38 years
Minimum Educational Qualifications and Experience required for Direct Recruits	
Qualification	I. A Master's Degree in Physical Education and Sports or Sports Science with first class or 50% (or an equivalent grade in a point- scale, wherever the grading system is followed). II. Diploma in coaching from National Institute of Sports (NIS) OR from any equivalent Institute. III. Should qualify in the physical fitness test in accordance with the relevant regulations of UGC as part of selection process.
Experience	I. 5 years of experience in a Central / State Educational Institutes / Organizations of repute. II. Should have demonstrated meritorious performance in National or International level events for at least 2 times in the past 4 years. III. Record of having represented the University / College at the Inter-University / Inter-Collegiate competitions or the State and / or national championships. IV. Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration. V. Evidence of having produced good performance of team / athletes for competitions like State / National / Inter-University / combined University, etc.
Name of the Position	Junior Translator (Rajbhasha)
No. of vacancy	UR-01
Pay Level (as per 7th CPC)	Pay Level 6
Upper Age Limit	35 years
Minimum Educational Qualifications and Experience required for Direct Recruits	
Qualification	Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; OR



	<p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of an examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.</p>
Experience	<p>At least 5 years' office environment and typing skills in Hindi / English. Excellent computer skills for handling correspondence work / office files/ papers with proficiency in English & Hindi. Knowledge of translation work from Hindi to English and vice versa.</p>

General Instructions:

1. IISER Berhampur ensures gender equality in its recruitment process. The Institute strives to have a workforce which reflects gender balance and women applicants are encouraged to apply.
2. The applicants are required to apply through ONLINE only. **NO NEED TO SEND HARD COPY.**
3. Please visit Institute website www.iiserbpr.ac.in for submission of online application through the online link.
4. In case of shortlisting for further selection test, the applicant has to produce the hard copies of all requisite document in original for verification at the time of selection test, as applicable.
5. While filling in the online application, the applicant has to upload legible self-attested copies of all relevant documents such as educational mark sheets/ certificates/ experience certificate/ caste certificate/ relieving order/ valid ID proof issued by State/Central Govt. and other supporting documents as claimed in the online application portal, as applicable.
6. The applicant is required to pay a non-refundable application fee of ₹500/- (Rupees Five Hundred only) through online for each post applied. However, the application fee is exempted for applicants belonging to Women/SC/ST/Ex-servicemen/PWD/Transgender category. For claiming such exemptions, the applicant has to submit a self-attested copy of latest SC/ ST/ PwD/Transgender certificate/Identity Proof/ Discharge Certificate, as applicable. Application fee once paid shall not be refunded under any circumstances.
7. **Guidelines for Scanning and Uploading of Photo and Signature:** Before applying online, an applicant will be required to have a scanned (digital) image of his/her photograph, signature as per the specifications given below.

Photograph Image:

- Photograph must be a recent passport size color photo.
- Make sure that the picture is in color, taken against a light-colored, preferably white background.
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses, make sure that there are no reflections and your eyes are clearly visible. Wearing of cap, hat and dark glasses in the photograph is not acceptable.

- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 10-100 KB with a dimension of (4.5 × 3.5 cm)
- Image type: .jpg / .jpeg

Signature Image:

- The applicant has to sign on white paper with Black/Blue ball point pen only.



- Dimensions 140 x 60 pixels (preferred)
 - Size of file should be between 10-100 KB
 - Image type: .jpg / .jpeg
 - If the applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
 - Signature in CAPITAL LETTERS shall NOT be accepted.
8. Applicants are advised to fill in their **correct and active e-mail address** in the online application form as all correspondences will be made by the Institute through e-mail only. The recruitment schedule will be made available on Institute website only. A list of shortlisted and rejected applications will be published post-wise on Institute Website for information of all. No separate letter (Hard copy) will be sent for this purpose. Further, for any updates, subsequent amendments/corrigendum in the advertisement and results, please visit the Institute website (www.iiserbpr.ac.in) regularly.
9. The applicants applying for any post should ensure that they fulfill all the eligibility criteria and conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of call letter to the applicant for attending the selection test will not imply that his/her candidature has been found eligible.
10. Age relaxation will be provided to the specified categories as per Govt. of India norms as applicable from time to time.
11. Due relaxation in respect of age will be given to SC/ST/OBC applicants as per Government of India norms, only against reserved vacancies for such categories and can only be claimed on submission of valid community certificate issued prior to the date of issuance of this recruitment notice. In other words, no age relaxation would be available for SC/ST/OBC applicants applying for unreserved post/vacancies.
12. For Institute's regular employees, there will be no upper age limit. However, at least a year of service has to remain on the last date of submission of application till superannuation of the internal candidate.
13. Eligibility of applicant with regard to qualification, age & experience shall be reckoned/considered as on last date of submission of online application. Degree as referred above should have been awarded by a recognized University / Institute.
14. The period of deputation shall be for three years from the date of commencement of the deputation, as per DoPT guidelines as amended from time to time. The terms and conditions of appointment on deputation will be governed by the guidelines vide DoPT letter no. 6/8/2009-Estt. (Pay II) dated June 17, 2010 and as amended from time to time.
15. The Institute reserves the right to:
- Conduct written and/or trade test as applicable under the rule for the post wherever the circumstances so warranted or may fix a criterion after taking into the qualification and experience of the applicants.
 - Fill up consequential vacancies including additional post arising at the time of selection test for available applicants by direct recruitment. The number of positions is thus open to change.
16. The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection.
17. The Institute also reserves the right to fill the posts fully or partially depending on the availability of suitable applicants without assigning any reasons thereof.

18. Mere eligibility does not vest any right on any applicant for being called for selection test. The Institute may fix suitable shortlisting criteria which may be more than the prescribed essential qualification and experience in the event of receipt of large number of applications. The decision of the Institute in all matters related to recruitment against this advertisement shall be final. No correspondence will be entertained from the applicants in connection with the process of selection test. **Canvassing in any manner would entail disqualification of the candidature.**
19. The Institute shall verify the antecedents or documents submitted by applicants at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the applicant are fake or the applicant has a clandestine antecedents/background and has suppressed the said information, then his/her service/engagement at the Institute shall be terminated.
20. **Probation period for all regular positions is 01 (one) year.**
21. Persons employed in Government/Semi-Government Organizations/Autonomous Bodies/PSU should upload NOC cum Vigilance cum Experience Certificate as per the prescribed format only mentioned in the advertisement while submitting the application through online.
22. Applicants applying for more than one post should apply in separate application forms. Separate application fees will also be required to be paid (as applicable).
23. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over **Berhampur, Ganjam, Odisha** only.
24. In case of any mistake occurring inadvertently in the process of selection, which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the applicants.
25. The Persons with Disabilities (PwD) of following category with minimum 40% disability are eligible to apply. Further, all instructions on PwBD as amended from time to time issued by the Government of India will be applicable.

Sl. No.	Name of the Post	Physical Requirements	Categories of Disabled suitable
i.	Deputy Registrar	Sitting, Standing, Walking, Seeing, Hearing, Communication	One Arm, One Leg, Blind, Low Vision, Hearing Impaired
ii.	Private Secretary	Sitting, Standing, Bending, Reading & Writing, Seeing, Hearing, Communication	One Leg, Both Leg. One Arm, Blind, Low Vision
iii.	Junior Assistant (Multi Skill)	Sitting, Standing, Walking, Manipulation by fingers, Seeing, Reading and Writing, Communication	One Arm, One Leg, Both Leg, One Arm and One Leg, Blind, Low Vision, Hearing Impaired
iv.	Senior Superintendent	Sitting, Standing, Walking, Reading & Writing, Seeing, Hearing, Communication	One Arm, One Leg, One Leg and One Arm, Both Leg, Both Legs & One Arm, Blind, Low Vision, Hearing Impaired
v.	Senior Technical Officer (Lab)	Manipulation by Fingers, Hearing, Reading & Writing, Seeing	One Leg, Blind or Low Vision, Hearing Impaired
vi.	Senior Technical Officer (IT)	Sitting, Standing, Walking, Read & Writing, Bending, Manipulation by Finger, Seeing	One Leg, Blind or Low Vision, Hearing Impaired
vii.	Technical Officer (Lab)	Manipulation by Fingers, Hearing, Reading & Writing, Seeing	One Leg, Blind or Low Vision, Hearing Impaired
viii.	Junior Technical Assistant (Lab)	Sitting, Standing, Walking, Bending, Manipulation by Fingers, Seeing,	One Arm, One Leg, Both Leg, Hearing Impaired

Sl. No.	Name of the Post	Physical Requirements	Categories of Disabled suitable
		Reading and Writing, Hearing, Communication	
ix.	Assistant Engineer (Civil)	Sitting, Standing, Walking, Bending, Lifting, Pulling and Pushing, Kneeling & Crouching, Manipulation by Fingers, Reading and Writing, Seeing, Hearing, Communication	One Leg, One Arm, Hearing Impaired
x.	Junior Engineer (Electrical)	Sitting, Standing, Walking, Bending, Reading & Writing, Manipulation with Finger, Seeing, Hearing	One Leg
xi.	Medical Officer	Sitting, Standing, Walking, Bending, Manipulation by Fingers, Reading & Writing, Seeing, Hearing, Communication	One Arm, One Leg
xii.	Nurse	Sitting, Standing, Walking, Bending, Manipulation by Fingers, Reading & Writing, Seeing, Hearing, Communication	One Leg
xiii.	Junior Library Superintendent	Sitting, Bending, Seeing, Reading & Writing, Manipulation by Fingers, One Arm	One Arm, One Leg, Hearing Impaired
xiv.	Physical Education Instructor	NA	NA
xv.	Junior Translator (Rajbhasha)	Sitting, Reading & Writing, Seeing, Hearing, Communication	One Arm, One Leg, One Arm and One Leg, Both Leg, Both Legs & One Arm, Blind, Low Vision, Hearing Handicapped

Categorization of PwD (a, b, c, d & e sub-categories):

- Blindness and Low Vision, Deaf and Hard of Hearing;
- Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy;
- Autism, Intellectual Disability, Specific Learning Disability and Mental Illness;
- Multiple Disabilities from amongst persons under clauses (a) to (d) including Deaf-Blindness.

26. In terms of Department of Personnel and Training (DoPT) Office Memorandum No. 39020/01/2013-Estt.(B) dated October 09, 2015 and OM No. 1673988271234 dated April 13, 2017, Interview has been dispensed in all group C posts and group B Non-Gazetted posts. Accordingly, selection for group B (Non-Gazetted) & C posts will be based on these guidelines.
27. No interim enquiries will be entertained. Applicants are advised to keep visiting the Institute website www.iiserbpr.ac.in for any updates in this regard.
28. Any difficulties relating to submission of online application may be sent to recruitment@iiserbpr.ac.in.




कुलसचिव / Registrar
 श्री प्रदीप कुमार राय / Shri Pradeep Kumar Ray
 कुलसचिव / Registrar
 आई.आई.एस.ई.आर बरहमपुर / IISER Berhampur
 (An Institute of National Importance under MoE, Govt.)