भारतीय विज्ञान विक्षा ऐ अनुसंधान संस्थान कोलकाता
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA
(An Autonomous Institution of the Ministry of Education, Govt. of India)
Mohanpur- 741 246, District- Nadia, West Bengal

Advt. No.: IISER-K/ Admn./ NT-Proj. Mode/2025/10   **Date:** 16-07-2025

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA is a premier autonomous Institute established in 2006 by the Ministry of Education (MoE), Department of Higher Education, Government of India to promote quality education and research in basic sciences.

The Institute is looking for dedicated and committed candidates to fill-up the following positions **on Contract (co-terminus basis) under project mode:**

Sl. No.	Name of the Contractual Post	Consolidated Salary Per month (in Rs.)	No. of Post	Age	Particulars
1.	Alumni & Placement Officer	80,000/-	01	Not exceeding 45 years	Annexure-A
2.	Guest House Assistant Manager	50,000/-	02	Not exceeding 45 years	Annexure-B

Last date for submitting the application: 18ᵗʰ August 2025 (Monday)

Annexure-A

1. Alumni & Placement Officer:

1.	Name of the Post	Alumni & Placement Officer
2.	Number of Posts	01 (One)
3.	Consolidated Salary Per month	Rs. 80,000/- (Rupees eighty thousand only)
4.	Maximum Age Limit	Not exceeding by 45 years
5.	Minimum Educational / Essential qualifications and Desired experience required	**Educational Qualification:** A Master's degree in any basic science discipline (with at least 55% marks)/Management and Humanities & Social Sciences from a recognized university or Institute, along with 3 years of relevant experience. **Essential/Relevant Work Experience:** Minimum Five (5) years of experience in handling one or more of the following areas, preferably within Government/Research Institute / Academic Institutes / Reputed Private Organizations in the following areas: a) Placement or Career Services b) Industry Liaison c) Corporate or Institutional Relations d) Human Resources (HR) Recruitment or Training & Development e) Alumni Relations Management f) Fundraising and Donations **Desirable:** Conversant computer operation related to Database management and Microsoft Office, Excellent communication (written and verbal), Event planning and coordination skills, Networking and interpersonal relationship-building, Industry Networking Skills and Knowledge of Industry Trends & Employability Skills.

6.	Job Descriptions and Responsibilities	**Key Responsibilities – Placement**

Key Responsibilities – Placement

1) Industry Engagement and Recruiter Relations
- Identify and invite potential recruiters across sectors (core, IT, consulting, R&D, etc.).
- Develop long-term relationships with HR and talent acquisition professionals.

2) Placement and Internship Coordination
- Organize pre-placement talks, tests, interviews, and internship drives.
- Create placement calendars and coordinate logistics.

3) Placement Statistics and Reports
- Maintain transparent records of student placement data.
- Generate reports for internal governance, NIRF, BoG, MoE, and external agencies.

Key Responsibilities – Alumni Affairs:

1) Alumni Engagement
- Establish and maintain regular communication with alumni.
- Organize alumni meets (on-campus/off-campus/virtual).
- Encourage alumni to participate in mentorship, guest lectures, and institutional development.

2) Alumni Database Management
- Develop and maintain an up-to-date alumni database using CRM or ERP tools.
- Ensure data privacy and integrity.

3) Communication and Outreach
- Publish newsletters, alumni magazines, and maintain the alumni portal and social media pages.
- Celebrate alumni achievements and promote them as institutional ambassadors.

4) Fundraising and Contributions
- Coordinate alumni donation campaigns for scholarships, infrastructure, or academic endowments.
- Maintain transparency in donation utilization and acknowledgment.

5) Coordination with Alumni Associations
- Act as liaison between the institute and official alumni associations or chapters (domestic and international).
- Facilitate MOU signings and partnerships.

6) Alumni Support for Rankings & Accreditations
- Collect alumni data for NIRF, NAAC, QS, or THE rankings.
- Track alumni progression in higher studies and employment.

Guest House Assistant Manager:

1.	Name of the Post	Guest House Assistant Manager
2.	Number of Posts	02
3.	Consolidated Salary Per month	Rs. 50,000/-
4.	Maximum Age Limit	Not exceeding by 45 Years
5.	Minimum Educational / Essential qualifications and Desired experience required	**Educational Qualification:** Degree in Hotel Management or equivalent with first class or its equivalent Grade with good academic records from a recognized University/ Institute. **Experience: (for personnel having a Degree in Hotel Management)** At least two (02) years' experience in the Guest House of an Educational Institute / Public Sector Undertaking/Government Organization / any Star category of hotel, Private Resort/Hotel of repute, etc. Or **Educational Qualification:** Diploma in Front Office /Housekeeping with first class or its equivalent Grade with good academic records from a recognized University/Institute. **Experience: (for personnel having a Diploma in Front Office and Housekeeping)** At least 02 to 03 years of experience in Guest Houses of Educational Institutes / Public Sector Undertakings/Government Organizations / any Star category of hotels, Private Resort/Hotel of repute, etc. Or **Educational Qualification:** Postgraduate diploma in Accommodation Operation and Management with first class or its equivalent grade with good academic records from a recognized University/Institute. **Experience: (for personnel with a Postgraduate Diploma in Accommodation Operation and Management)** At least 02 to 03 years of experience in Guest Houses of Educational Institutes / Public Sector Undertakings/Government Organizations / any Star category of hotels, Private Resort/Hotel of repute, etc. **Desirable:** • Excellent written and oral communication skills. Knowledge of noting and drafting and ability to handle official correspondence. Proficiency in computer operations, particularly in Microsoft Office and ERP systems.

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6.	Job Descriptions and Responsibilities	- Oversee the daily operations of the Institute guest house at Mohanpur and Kolkata (Salt-lake). - Ensure high standards of cleanliness, maintenance, and guest services. - Manage reservations/booking, check-ins, and check-outs efficiently. - Coordinate with other departments for guest requirements and services. - Handle guest feedback, complaints, and resolve issues promptly. - Prepare and manage budgets, reports, and inventory. - Prepare and submit guest house related bills/invoices timely to the Finance & Accounts section. - Perform other work of Visitor's Guest House nature as may be entrusted from time to time.

GENERAL CONDITIONS AND INSTRUCTIONS FOR APPLYING

PAY & BENEFITS:

1) The above contractual positions are purely temporary and co-terminus under project mode.

2) Persons appointed in the said posts will not be entitled for any service benefit/ compensation/ absorption/ regularization of service in this Institute.

Age Limit:

The Maximum age limit prescribed for the post will be reckoned as on the last date of receipt of application.

GENERAL SERVICE CONDITIONS:

1) The candidate must be a citizen of India.

2) Candidate should possess the qualification and experience etc. laid down in the advertisement. The application should be supported by duly attested valid age proof, degree certificate, etc. The qualification, experience claimed and age limit prescribed will be reckoned as on the last date of receipt of application. The competent authority reserves the right either to fill up the post(s) or may not proceed for appointment without assigning any reasons thereof.

3) The appointment will be governed by the Rules and Regulations of the Institute applicable for the contractual/temporary staff of the Institute.

4) Appointment to the above post will be subject to the candidate being medically fit with a medical fitness certificate (to be submitted at the time of joining) and verification of character & antecedents undertaking submitted by the candidate at the time of appointment or any time during the tenure of service. In case it is detected that the documents submitted by the candidate are fake/false or the candidate has a clandestine antecedent/background and has suppressed the said information, then his/her contractual service shall be terminated forthwith.

5) Engagement of the above posts will be initially for 01 (one) year which shall be renewed on yearly basis at the discretion of the Competent Authority subject to functional requirement, performance appraisal and fitness of the individual etc. for a maximum of 3 (three) years at a fixed consolidated salary.

6) No TA/DA shall be admissible for appearing at the Interview and joining the contractual appointment under Project Mode.

7) No interim enquiry will be entertained in this respect. However, candidates are advised to keep visiting the Institute website https://apply.iiserkol.ac.in/career.html for any updates in this regard.

8)   This position is purely temporary. The selected candidate will have no claim for regular appointment at IISER Kolkata.

9)   In case of any dispute/ambiguity in the process of selection, the decision of the Director IISER Kolkata shall be final and binding.

QUALIFICATION & EXPERIENCE:

1)   The qualification prescribed should have been obtained from recognized Universities/ Institutions.

2)   If the qualification possessed by the candidate is equivalent, then the authority under which it has been so treated must be indicated and document(s) must be produced.

3)   Applicants with grade/grade points (C.G.P.A./ D.G.P.A./ S.G.P.A./F.G.P.A. etc.) should write the percentage equivalent according to the formula used by their Boards/ Universities. Certification from their Boards/Universities is required in support of their claim.

4)   The prescribed essential qualifications and experience are the minimum and mere possession of the same does not entitle candidates to be called for test/interview/discussion. The Institute reserves the right to screen applications based on academic and professional attainments and shortlist who may/will be interviewed.

RECRUITMENT & SELECTION:

1)   The contractual appointment of a candidate is of a temporary nature and appointment can be terminated at any time by the Institute Authority without assigning any reason.

2) The cut-off date for ascertaining age and experience will be the last date of received of hard copy of application.

3)   If any information provided by the candidate is found to be false or is not found inconformity with eligibility criteria mentioned in the notification, candidature of the candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining.

4)   It is the responsibility of the candidates to assess his/her own eligibility for the post for which he/she is applying in accordance with the notification. In case, it is detected at any point of time in future during process of selection or even after appointment that candidate was not eligible as per prescribed qualification, experience etc, which could not be detected at the time of selection due to whatever circumstances, his/her candidature/appointment shall be liable to be cancelled/ terminated as the case may be.

5)   Mere issue of Interview call letter will not imply acceptance of candidature.

6)   The Institute reserves the right to withdraw any advertised post(s) at any time without assigning any reason. Also, Institute reserves the right to fill or not to fill any or all the posts advertised.

7)   No correspondence whatsoever will be entertained from the candidates regarding postal delays/email communications, conduct and result of interview and reasons for not being called for interview or selection.

8)   In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Competent Authority of IISER Kolkata in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview will be final and no query or correspondence will be entertained in this connection from any individual or his/her agency.

9)   Any dispute with regard to selection/ recruitment process shall be subject to Courts/Tribunals having jurisdiction over IISER Kolkata.

10)   Records of the non-selected candidates shall not be preserved beyond six months from the date of formation of select list.

INSTRUCTIONS TO THE CANDIDATES:

1)   Candidates must read the entire notification and relevant rules/provisions and ensure before applying that they are eligible according to criteria stipulated in the notification.

2)   Candidates working in Central/State Government Organizations/Departments, Autonomous bodies/ PSU and Government Funded Research Agencies must forward the filled-in offline application through proper channel or produce NOC at the time of test/interview/discussion, if called for.

3)   Duly attested photocopies of t h e up-to-date APAR/Confidential Reports (for the last 05 years), Vigilance Certificate and No Penalty Certificate i.e. no major/minor penalties has been imposed on the candidates concerned during the last 10 years of service to be submitted along with the Application Form for working candidates. Applications without Vigilance Clearance, Integrity Certificate, No Penalty Certificate and APAR/ CR Dossiers will not be considered. Retired employees must submit the Retirement Order along with Application Form.

4) Candidates have to produce the original documents at the time of or before appearing in Test/Interview/discussion for verification.

5)   Separate application form must be filled, if a candidate is applying for more than one post.

6) All correspondences (CALL LETTER, ADMIT CARD, ETC.) will be sent through email. Applicants should invariably provide active Mobile Numbers. and E-mail addresses so that the Institute can contact them at short notice. Necessary information regarding short-listing of candidates, interview dates etc. shall be uploaded on the Institute's website from time to time. In case of any corrigendum/ addendum pertaining to this notification, the same shall be published in the Institute's website only.

7)   Incomplete applications shall be summarily rejected.

8) The number of vacancies may increase/decrease from advertised number of positions.

9) The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

10) Canvassing in any form will lead to cancellation of candidature of the candidate.

11) No telephonic enquiries or requests can be entertained.

HOW TO APPLY:

Interested candidates who are meeting the eligibility criterion should apply on online using the following link.

https://iiserkolnt.samarth.edu.in/index.php/site/login

Last date for submitting the application: 18th August 2025 (Monday)

Note: For any assistance or clarifications please contact jobs@iiserkol.ac.in and for any updates please visit: https://apply.iiserkol.ac.in/jobs/

Sd/- Nodal Officer, Recruitment
IISER Kolkata

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