



# INSTITUTE OF NANO SCIENCE AND TECHNOLOGY

(An Autonomous Research Institute of Department of Science and Technology, Government of India)

**Habitat Centre, Sector-64, Phase-X, Mohali-160062, Punjab**

**No. 3(2)/2014-INST**

**Dated: 31<sup>st</sup> August, 2014**

## **RECRUITMENT**

*A unique opportunity for research careers in Nanoscience and Nanotechnology*

Institute of Nano Science and Technology (INST) has been set up at Mohali in Punjab as an autonomous institution focusing on R&D of specific areas in Nano Science and Technology leading to new phenomena, processes, products and devices. INST has started its operations and invites persons with excellent credentials, having innovative mind and an inner urge to deliver, for the following positions:

S. No.	Post	Pay, Grade Pay & PB	Number of Post(s)
<b>Scientific and Technical Posts: (to be filled up on Direct Recruitment basis)</b>			
1.	Scientist 'G' (Functional designation - Professor 'G')	Rs. 37,400-67,000 + GP Rs. 10,000 [PB-4]	<b>01</b> (UR)
2.	Scientist 'F' (Functional designation - Professor 'F')	Rs. 37,400-67,000 + GP Rs. 8,900 [PB-4]	<b>03</b> (UR)
3.	Scientist 'E' (Functional designation - Associate Professor)	Rs. 37,400-67,000 + GP Rs. 8,700 [PB-4]	<b>06*</b> (UR-04, OBC-01, SC-01)
4.	Scientist 'D' (Functional designation - Assistant Professor)	Rs. 15,600-39,100 + GP Rs. 7,600 [PB-3]	<b>01*</b> (OBC)
5.	Scientist 'B'	Rs. 15,600-39,100 + GP Rs. 5,400 [PB-3]	<b>07*</b> (UR-05, ST-01, OH-01)
<i>*subject to variation on account of resignation or any other cause.</i>			
<b>Administrative Posts: [to be filled up on Deputation/Transfer i.e. immediate absorption/short-term contract basis]**</b>			
6.	Chief Finance & Administrative Officer	Rs. 37,400-67,000 + GP Rs. 8,700 [PB-4]	<b>01</b> (UR)
7.	Finance Officer	Rs. 15,600-39,100 + GP Rs. 6,600 [PB-3]	<b>01</b> (UR)
<b>**Deputation/Short-term contract would initially be for a period of three years.</b>			

### **Notes:**

1. One post of Scientist 'B' is reserved for Orthopedically Handicapped Persons (OH) with not less than 40 percent of disability in one leg.
2. For further details regarding qualifications, experience, age, general instructions, notes, application proforma etc., visit INST's website <http://www.inst.ac.in/careers.html>
3. Last date for receipt of application is **15<sup>th</sup> October, 2014.**

## **Qualifications, Experience and Age limits:**

<b>Sr. No.</b>	<b>Post</b>	<b>Essential / Desirable Qualifications</b>	<b>Experience</b>	<b>Upper Age Limit as on the closing date of the receipt of application</b>
1.	<b>Scientist ‘G’</b>	<p><b>Essential:</b> Master’s Degree in Natural/Agriculture Sciences, Nano Science and Technology or Bachelor’s degree in Engineering/Technology/Medicine from a recognized University or equivalent.</p> <p><b>Desirable:</b> Doctorate degree in Natural/Agriculture Sciences, Nano Science and Technology or Master’s degree in Engineering/Technology/Medicine from a recognized University.</p>	<p>(i) Experience of <b>15 years</b> in R&amp;D in Industrial and Academic Institutions and/or Science and Technology Organizations, out of which <b>07 years</b> should be in administering, planning, development or coordination of Science and Technology Programmes in the area of sciences or related areas.</p> <p>(ii) Experience of evolving, managing and directing major programmes under any branch of sciences.</p> <p>(iii) Published research work of high standard.</p>	50 Years
2.	<b>Scientist ‘F’</b>	::do::	Experience of <b>12 years</b> in Research and Development in Industrial and Academic Institutions and/or Science and Technology Organizations, out of which <b>06 years</b> should be in managerial capacity for Science and Technology programme, planning, development and coordination.	50 Years
3.	<b>Scientist ‘E’</b>	::do::	Experience of <b>10 years</b> in Research and Development in Industrial and Academic Institutions and/or Science and Technology Organizations, out of which <b>05 years</b> should be in Science and Technology programme, planning, development	45 Years

			and coordination.	
4	<b>Scientist ‘D’</b>	::do::	Experience of <b>08 years</b> in Research and Development in Industrial and Academic Institutions and/or Science and Technology Organizations, out of which <b>04 years</b> should be in Science and Technology programme, planning, development and coordination.	40 Years
5	<b>Scientist ‘B’</b>	<b>Essential:</b> Master’s Degree in Natural/Agriculture Sciences, Nano Science and Technology or Bachelor’s degree in Engineering/Technology/Medicine from a recognized University or equivalent.	Experience of <b>02 years</b> in Research and Development in Industrial and Academic Institutions and/or Science and Technology Organizations.	35 Years
6	<b>Chief Finance &amp; Administrative Officer</b>	Graduate from a recognized University with MBA (Finance/HR) or Graduate having qualified SAS/CGA examination conducted by CAG of India/Controller General of Accounts, Ministry of Finance, GoI.	Experience of <b>15 Years</b> in Personnel and General Administration/Finance & Accounts and Budgeting, out of which at least <b>05 years</b> in supervisory capacity in the GP of Rs.7600/6600 in a Central Government Department/Autonomous Body.	50 Years in case of transfer;  56 Years in case of deputation/short-term contract
7	<b>Finance Officer</b>	Graduate from a recognized University with CA/MBA (Finance) or Graduate having qualified SAS/CGA examination conducted by CAG of India/Controller General of Accounts, Ministry of Finance, GoI.	Experience of <b>12 Years</b> in Finance & Accounts and Budgeting, out of which at least <b>05 years</b> in supervisory capacity in the immediate lower grade pay of Rs. 5400.	50 Years in case of transfer;  56 Years in case of deputation/short-term contract

## **Application Fee:**

An application fee of Rs. 500/- shall be submitted by each candidate in the shape of Demand Draft/Indian Postal Order drawn in favor of **Institute of Nano Science and Technology, Mohali** (payable either at Mohali or at Chandigarh) along with his/her application in the prescribed form. No other mode of application fee is acceptable.

Women candidates, persons belonging to SC/ST and Persons with Disabilities will be exempted from the payment of application fee. Regular employees of INST applying for higher position will also be exempted.

## **Important Instructions:**

1. There shall be no upper age limit in respect of scientists already working in INST on regular basis.
2. The upper age limit in respect of the Scheduled Castes, the Scheduled Tribes, the Ex-servicemen, Other Backward Classes, Persons with Disabilities shall be relaxed in accordance with the orders issued by the Government of India from time to time in this regard.
3. Director, INST reserves the right to relax the upper age limit for all categories of S&T posts in case of highly experienced candidates in specialized scientific areas.
4. **The crucial date for determining the age limit shall be the closing date for receipt of applications.**
5. Against the vacancies to be filled up on direct recruitment basis, appointments shall be made initially on temporary basis and the confirmation of the appointee to the post shall be considered only after his/her satisfactory clearance of prescribed probation period.
6. Officers appointed after due process of selection shall be liable to serve anywhere in India and outside.
7. Whosoever does not have the knowledge of Hindi, he/she shall be required to acquire the same during his/her period of probation.
8. (i) Application Form must be accompanied by requisite application fee and self-attested copies of all certificates regarding Date of Birth, Educational and Professional Qualifications, Experience, Caste/Tribe/OBC/PWD/Ex-serviceman (in case claiming reservation or any relaxation).  
  
(ii) Certificate in respect of OBCs must indicate OBC status and **non-creamy layer status**. In addition to this, a declaration by the candidate in the format annexed with Application form, must be submitted.  
  
(iii) Application form and copies of testimonials should be on A4-size paper duly stapled or tagged but **not** bound (spiral/plastic strips etc). The enclosures should be placed in the same order as depicted in column 14 of the application form.
9. Incomplete applications, Applications **not** in the prescribed format, Applications received **without** self-attested testimonials of qualifications, experience, caste etc. and the application fee, if applicable, and those received after the due date shall **not** be

considered and will be rejected without assigning any reason and no claim for refund of fee shall be entertained, in any case.

10. Fulfilment of qualifications, experience etc. shall not entitle any candidate to be called for further process of recruitment/interview. In case of large number of applications received for a post, INST reserves the right to short-list applicants by adopting such a criteria as may be considered appropriate or may hold a written examination. No reason for rejection shall be communicated.
11. **No Travelling Allowance shall be payable to the candidates**, except candidates belonging to SC/ST category, **for any journey performed in connection with interview/test**. SC/ST candidates, **other than** candidates who are already in service in Central/State Government/Corporations/PSUs/Autonomous Bodies or Panchayats, will be allowed single 2<sup>nd</sup> class Rail Fare (non AC) by the shortest route from the railway station nearest to their normal place of residence or from the place from which they actually performed the journey, whichever is nearer to the place of interview and back to the same station provided the distance travelled by rail each way exceeds fifty kms.
12. (i) If applying against a vacancy to be filled up on **Direct Recruitment Basis**, persons in employment in Government Departments, Autonomous Bodies/other Govt. funded institutions should apply Through Proper Channel or produce 'No Objection Certificate' from their employer at the time of Interview.  
  
(ii) Applications of persons working in Govt. departments/Autonomous Bodies/other Govt. funded institutions against positions to be filled up on **Deputation or Short-term contract basis**, must be routed through proper channel and **accompanied** by duly authenticated **copies** of Annual Performance Appraisal Reports (APAR) for the preceding 05 years and certificates of Integrity, Disciplinary and Vigilance clearance.  
  
(iii) Those in private employment may submit applications directly.
13. Two sets of application forms (one meant for S&T posts and another for Administrative Posts) are separately linked. Candidates may fill up the prescribed application form along with relevant details by downloading it from INST's website **<http://www.inst.ac.in/careers.html>**
14. (i) Application form, duly filled in, accompanied by a demand draft of Rs. 500/-, wherever applicable, drawn in favour of **Institute of Nano Science and Technology, Mohali** (payable either at **Mohali** or at **Chandigarh**) and self-attested photocopies of testimonials should be submitted at the above address by Registered/Speed Post so as to reach by **15<sup>th</sup> October, 2014**. Applications received after this date shall not be entertained in any case.  
  
(ii) Separately, a soft copy of duly typed "SYNOPSIS" (in excel format) must be sent by **15<sup>th</sup> October, 2014** by e-mail at **instrectt2014@gmail.com**. In addition, a hard-copy must be attached with application form.  
  
(iii) Incomplete Application forms and non submission of soft copy of Synopsis will lead to rejection of application.
15. **Separate application may be submitted for each post, if applying for more than one position, with requisite fee for each application.**

16. The envelope containing application must be superscribed as “**Application for the Post of.....**”
17. At any stage of scrutiny of applications or at any later stage or even after appointment, if a candidate is found to have submitted false information, his/her candidature/service would be rejected/terminated forthwith.
18. **Interim enquires regarding recruitment shall not be entertained.**

**Director, INST**

**Enclosures:** 1) Application forms  
2) Synopsis (in excel format)  
3) Declaration regarding OBC

} All in separate links.