



## National Institute of Science Education and Research (NISER) Bhubaneswar

Advt. No.: **NISER / RC / 2025 / NA / 03**

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Closing date: **17.02.2026**

National Institute of Science Education and Research (NISER) Bhubaneswar, has been setup at Jatni in Khurda District of Odisha by the Department of Atomic Energy (DAE), Government of India as a unique institution of its kind pursuing undergraduate and post-graduate 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 health centre, banking facilities etc.

NISER invites online applications from the eligible citizens of India for the following post:

Post Code	Post Name	Category						Pay Scale Details
		UR	EWS	OBC	SC	ST	PwBD	
01	Finance Officer	01	-	-	-	-	-	Level 13-A 131100-216600 as per 7 <sup>th</sup> CPC pay matrix

Person with benchmark disability (PwBD) means a person with not less than 40% of specified disability.

### DETAILS OF ESSENTIAL QUALIFICATION, EXPERIENCE AND AGE

#### Post Code-01: Finance Officer

**Essential Qualification and Experience:** Master degree in any discipline with at least 55% of the marks or its equivalent grade and 15 years of experience of which at 5 years shall be as Dy. Registrar or an equivalent post in GP7600/- (Level-12) or above grade in Govt./Govt. aided institutions/PSU.

**Age:** Not more than 56 years as on the closing date of online application.

#### Job Profile:

- The candidate shall be the in-charge of Finance and Accounts section of the Institute.
- The candidate shall be in charge of the funds received by the Institute and payments to be made by the Institute.
- The candidate shall prepare, in consultation with the Director, NISER the annual budget of the Institute for submission to the Board of Governors.
- Any other job assigned by the competent authority from time to time.

**Selection Procedure:** Personal Interview

**Mode of selection:** Direct Recruitment

## GENERAL INFORMATION ABOUT THE POST ADVERTISED

1. The candidates while applying for the particular post, must go through the detailed advertisement before applying and ensure that they fulfill all the eligibility criteria for the said post as laid down in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and his/her candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment. The Institute reserves the right to reject any application without assigning any reason whatsoever.
2. Applicants who are employed in Government, Semi-Government Organizations or Institutions/PSU should send their applications "**THROUGH PROPER CHANNEL**" else submit "**NO OBJECTION CERTIFICATE**" along with the online application.
3. Mere fulfilling the minimum eligibility criteria mentioned herein may not entitle a candidate to be called for personal interview. Institute reserves the right to fix higher criteria for short-listing of applications and to restrict the number of applications for recruitment. Only shortlisted candidates will be called for personal interview depending upon the number of applicants. The decision of the institute in this regard shall be final and binding and no correspondence in this regard will be entertained whatsoever.
4. The Institute reserves the right to consider to fill or not to fill the particular post. The Institute has the right to set different as well as higher norms, while short-listing, taking into account the specific requirement.
5. NISER reserves the right to fill up a particular post or even to cancel/ restrict/ modify / alter the whole process of recruitment without issuing any further notice or assigning any reason thereof.
6. Age relaxation shall be given as per rules.
7. Age relaxation with respect to their category is not applicable for SC/ST/OBC candidates applying against Un-reserved (UR) post.
8. Only SSC/Matriculation/HSC Certificate or Birth Certificate issued by Appropriate Government Authority will be accepted as Proof of Date of Birth. No subsequent request for change in date of birth shall be entertained.
9. The eligibility criteria including the period of experience as prescribed in the advertisement will be determined with reference to the closing date (17.02.2026) of receipt of online applications.
10. Candidates belonging to SC/ST/OBC/EWS category should clearly indicate the same in the application (even when applying for UR vacancy) and should furnish proof of the same in the specified format at the time of online application failing which they will be treated as Unreserved (UR) and subsequent representations for change of community status will not be entertained.
11. The Institute reserves the right to withdraw any advertised post(s) at any time without assigning any reason thereof.
12. This advertisement should not be construed as binding on NISER to make appointment.
13. Personal interview will be conducted at NISER campus at Jatni, Khurda, Odisha.
14. The decision of the selection committee/competent authority is final and binding on the candidates with respect to formation of a waiting list.
15. Candidate are advised to visit NISER website and their registered email ID from time to time for getting information regarding the recruitment process. Any information regarding this recruitment shall be uploaded on NISER website. Call letters shall be sent through the registered email id of shortlisted candidates only.
16. **EWS (Economically Weaker Section) Reservation:** Candidates who are not covered under the scheme of reservation for SC/ST/OBC and whose family gross annual income

is below Rs.8 Lakh (Rupees eight lakh) are to be identified as EWS for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income :

- (i) 5 acres of agricultural land and above;
- (ii) Residential flat of 1000 sq. ft. and above;
- (iii) Residential plot of 100 sq. yards and above in notified municipalities;
- (iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status. The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. The benefit of reservation under EWS can be availed upon production of **an Income and Asset Certificate** issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the proper format shall only be accepted as candidate's claim as belonging to EWS:

District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluk Magistrate/Executive Magistrate/Extra Assistant Commissioner (b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate

- (c) Revenue Officer not below the rank of Tehsildar and (d) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

The candidates applying against the vacancies reserved for EWS must possess Income and Asset Certificate as on closing date of online application. **Further, these candidates are also required to produce valid Income and Asset Certificate along with the online application.** In case of non-compliance to these stipulations, their claim for reserved status under EWS will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions for General category, will be considered under UR vacancies only if any. EWS status as on the closing date for online application for the advertisement shall only be considered for availing reservation benefits, if eligible. Any change in the community/EWS status of the candidate thereafter shall not be entertained.

17. OBC candidate's caste certificate should be issued by an authorized authority in the prescribed format with non-creamy layer certificate and the caste/community should have been included in the Central lists of Other Backward Caste. The crucial date for determining the OBC non-creamy layer certificate will be the closing date of on-line application. The OBC candidates should also enclose self-declaration of non-creamy layer status in the format as given in Annexure-I. OBC for the purpose of AGE RELAXATION AND RESERVATION will mean "persons of OBC categories not belonging to the Creamy Layer" as defined in Government of India, Department of Personnel & Training OM No.36012/22/93-Estt.(SCT) dated 08.09.93 and modified vide Government of India, Department of Personnel & Training OM No.36033/3/2004-Estt.(Res) dated 09/3/2004, OM No. 36033/3/2004 –Estt.(Res.) dated 14/10/2008, OM No. 36033/1/2013-Estt (Res.) dated 27/05/2013 and latest modification vide Government of India, Department of Personnel and Training OM No. 36033/1/2013-Estt (Res.) dated 13/09/2017.
18. Disability Certificate from the appropriate authority regarding physical disability.

1. According to the persons with disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1996 notified on 31/12/1996 by the Central Government in exercise of the powers conferred by sub-section (1) and (2) of Section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996)], a disability certificate shall be issued by a Medical Board duly constituted by the Central or a State Government. The Central/State Government may constitute a Medical Board consisting of at least three members, out of which, at least, one member shall be a Specialist from the relevant field.
2. The certificate would be valid for a period of 5 years for those whose disability is temporary. The Medical Board shall indicate the period of validity of the certificate where there are chances of variation in the degree of disability. For those who acquired permanent disability, the validity can be shown as permanent. On representation by the applicant, the Medical Board may review its decision having regard to all the facts and circumstances of the case and pass such orders in the matter as it thinks fit.
3. Those SC/ST/OBC persons with disabilities selected on their own merit without relaxed standards along with other candidates will be considered against unreserved vacancies provided the post is identified suitable for persons with disability of relevant category (as applicable).
19. Posting of the selected candidates would be at the discretion of the Competent Authority from time to time.
20. Candidates who have not acquired/would not be acquiring the Educational qualification/experience (if applicable) as on the closing date for receipt of online application are not eligible and need not apply.
21. In case Universities/Board award letter grades/CGPA/OGPA/SGPA, the same need to be indicated as equivalent percentage of marks, as per the norms adopted by that University/Board. If percentage of the marks is not indicated in the online form, it will not be considered. Conversion certificate need to be arranged by the candidate in where percentage of marks are not awarded and be uploaded during the online application.
22. The applicants would be admitted to the selection process on the basis of the information furnished by them in their application form. In case it is found at a later stage that the information furnished by an applicant is false or an applicant does not fulfill any of the eligibility conditions, the candidature of such applicant would be cancelled and no correspondence in this regard would be entertained. Issuance of an admit card for the examination will not confer any right for appointment. Appointment will be solely subject to fulfillment of all eligibility conditions.
23. Compensatory time for persons with disabilities shall be provided as per the extant orders of Government of India. Ex-servicemen who have already secured employment in civil posts under Central Government in Group C posts on regular basis after availing of the benefits of reservation given to Ex-servicemen for their re-employment are NOT ELIGIBLE for claiming benefits of reservation under Ex-servicemen category, only age relaxation will be applicable in these cases.
24. Records of this recruitment shall not be preserved beyond 6 months from the date of formation of the Select List & no correspondence in this regard will be entertained thereafter.
25. Canvassing in any form shall be a disqualification.
26. All disputes pertaining to this advertisement shall fall within the jurisdiction of Bhubaneswar only.

### **How to apply:**



- i) Only ONLINE applications will be accepted. The applicants should apply online through the website <https://www.niser.ac.in> on or before **17.02.2026**. Candidates are advised to check the Institute's website for further details and updates.
- ii) Before applying, candidates are requested to ensure that they fulfill the eligibility criteria like qualifications, experience, age, category, etc for the post as on the date of eligibility. The online applications are purely provisional, subject to verification of details/original documents.
- iii) The candidates have to pay an application fee of ₹500/- (Rupees five hundred only) ONLINE during the filling of online application. The link for payment of application fee is given inside the online application form. Application fee is exempted for SC, ST, PwBD, Women and Ex-serviceman candidates. If application fee is not paid by other category candidates, the application will be treated as incomplete and rejected. Application fee once paid shall not be refunded under any circumstances and cannot be held in reserve for any other recruitment. If you are applying for multiple posts, then you have to pay application fee separately for each post.
- iv) The candidate should have a valid email ID for applying, which should remain active till the end of the recruitment process.
- v) The candidate should keep the following items ready before going to apply.
  - a) Soft copy (JPG file) of passport size photograph of the candidate.
  - b) Scanned copy of Signature of the candidate.
  - c) Scanned copy of essential qualifications (Certificates and Mark sheets), experience certificates, age proof, caste certificate if applicable and documents related to different criteria for this recruitment.
- vi) Candidates should apply ONLINE through the above mentioned website and upload proof of essential qualifications (certificate and mark sheets), proof of essential experience certificate, caste certificate if applicable, age proof and documents related to other criteria if any.
- vii) Email-id for future correspondence is **recruitmentcell@niser.ac.in**

### **GROUND OF REJECTION:**

- Application in any other mode except as described above.
- Application of candidate not fulfilling the eligibility criteria.
- Application without relevant self-attested copies of certificates and mark sheets, age proof, experience certificate, caste certificate if applicable.
- Application without requisite application fee excluding the exempted categories.

### **DISCLAIMER:**

- I. IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT A CANDIDATE DOES NOT FULFILL THE ELIGIBILITY NORMS AND/OR THAT HE/SHE HAS FURNISHED ANY INCORRECT/FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS/HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS/ARE DETECTED EVEN AFTER THE APPOINTMENT, HIS/HER SERVICES ARE LIABLE TO BE TERMINATED.
- II. DECISION OF NISER IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF EXAMINATION, OTHER TESTS, SCREENING AND SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE INSTITUTE IN THIS REGARD.

### **ANNOUNCEMENTS**

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

**FORM OF DECLARATION/UNDERTAKING TO BE SUBMITTED BY OBC CANDIDATE**

**(IN ADDITION TO THE COMMUNITY CERTIFICATE)**

I, \_\_\_\_\_ Son / Daughter of Shri  
\_\_\_\_\_ Resident of village/town/city

District \_\_\_\_\_ State \_\_\_\_\_

hereby declare that I belong to the \_\_\_\_\_ community which is recognized as a backward class by the Government of India for the purpose of reservation in Service admission in Central Govt. institutions as per orders contained in the Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt.(SCT) dated 08th September, 1993. I also declare that I do not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum dated 08th September, 1993, which is modified vide Department of personnel and Training Office Memorandum No. 36033/1/2013-Estt. (Res.) dated 14th September, 2017.

Signature of Candidates:

Full Name: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

\_\_\_\_\_ PIN: \_ \_ \_ \_ \_

Place: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Date: \_\_ \_\_/\_\_ \_\_/20\_\_ \_\_