



इण्डियन एसोसिएशन फॉर द कल्टीवेशन ऑफ साइंस

INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE

(विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार का एक स्वायत्त संस्थान और
यूजीसी अधिनियम, 1956 की धारा 3 के तहत एक डीम्ड विश्वविद्यालय)

(An Autonomous Institute of Department of Science & Technology, Government of India
and deemed to be University under section 3 of UGC Act, 1956)

2ए और बी राजा एस सी मलिक रोड, जादवपुर, कोलकाता 700032
2A & B Raja S C Mullick Road, Jadavpur, Kolkata 700032

Adv No: IACS/ADVT/P/600

Date: 07/07/2025

Applications are invited from eligible candidates using the [form](http://www.iacs.res.in) available in the website of the Indian Association for the Cultivation of Science (www.iacs.res.in) for filling up the following regular posts on direct recruitment on the result of open competitive selection procedure as detailed below. The form will also be available in the Receipt & Dispatch Section of IACS on any working day during 11 a.m. - 4 p.m. till the closing date of receiving the application.

1. HOW TO APPLY:

Filled in applications along with a passport size self-attested photograph affixing on it, supporting documents in support of educational qualification, age, caste and experience duly attested, will be received by the Receipt and Dispatch Section only during office hours on any working day till the closing date of receiving the application.

2. APPLICATION FEE:

2.1

Category	Non-refundable Application Fee (Rs.)
SC/ST and Female Candidates	500/-
All other categories	1000/-

Note: Any Tax/Bank Transaction Charges will be borne by the candidate.

2.2 Application fees will have to be sent together with the application by a demand draft drawn on State Bank of India, in favour of "INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE" payable at Kolkata. The Demand draft number should be mentioned in the application form.

2.3 Applications received without the prescribed fee shall not be considered and shall be summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

3. VACANCY:

3.1 Details of vacancy is as follows :

Name of Post	Classification	Total No. of Post	Category
SECURITY OFFICER	Group B (Administrative)	01	UR

3.1 Vacancy position indicated in the Advertisement is tentative. The Institute reserves the right to increase /decrease the number of posts at the time of selection and make appointments accordingly.

3.2 The Institute Authority reserves the right to either fill up all the posts or some of the posts or none of them as mentioned in the Advertisement during any stage of the recruitment process without assigning any reason.

3.3 The institute is not liable to compensate the applicant for any consequential damage / loss thereof.

4. ESSENTIAL QUALIFICATION, EXPERIENCE, JOB DESCRIPTION, AGE LIMIT AND PAY:

4.1 Details of the Qualification, Experience, Job Description, Age Limit and Pay for the different posts are as follows:

Name of Post	Essential Qualification	Experience	Job description	Age Limit	Pay Level
Security Officer	Graduate	With Seven years of experience in one or more of aeras like security, firefighting, laboratory safety and / or allied fields	To be entirely responsible for Security and Safety of the Institute	Not exceeding 50 years	Level 7 in 7CPC with initial Basic Pay of ₹ 44,900/-

In addition to Pay, they will also be eligible for DA, HRA and Transport Allowance and other allowances as are admissible to the Central Government Employees stationed at Kolkata along with other admissible benefits as per Institute's rules. The employees of the Institute will be governed by the National Pension System.

4.2 The lower age limit for the post shall be 18 years. The upper age limit mentioned in the advertisement is with reference to the unreserved vacancy.

4.3 Minimum Essential Qualification: All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess the essential qualifications and requisite experience as laid down for various posts. No interim queries in any form whatsoever will be entertained. The prescribed essential qualifications and experience are the minimum and the mere possession of the same does not entitle candidates to be called for selection tests/interview. In the event of number of applications being large, the Institute will resort to shortlisting criteria to restrict the number of candidates to be called for selection tests/interview.

4.4 Maximum age limit, essential qualification, experience and all other eligibility criteria shall be reckoned as on the closing date of application for the post (cut-off date).

4.5 Where a specialization is required in the qualifying degree in the educational qualification, candidate is required to submit a certificate from the University/ Institution clearly specifying the specialization in the qualifying degree.

4.6 IACS reserves the right for relaxation or waiver of the criteria with the approval of the Competent Authority.

5. AGE CONCESSIONS & RELAXATIONS:

Age Relaxation for Departmental Candidates and serving Government Employees: Age may be relaxed for Departmental candidates and serving Government employees in accordance with the instructions issued by the Government of India from time to time.

6. SELECTION PROCEDURE

6.1 The institute at its discretion may conduct multiple level screening consist of written tests, skill/trade test etc. and/or personal interview for selection of candidates for appointment to the above posts on the basis of merit. The decision of the IACS authority shall be final in this regard.

6.2 The scheme of examinations/selection tests will be notified in the IACS official website in due course.

6.3 IACS will have the right to decide cut-off marks for one or more of the tests and the rule to resolve degeneracy in the marks. Candidates scoring below the cut-off in the selection test will have no right to claim appointment. Cut-off will be fixed by the competent authority subsequently.

7. IMPORTANT DATES

Closing date for receipt of application: On or before 30 days (45 days for the applicants of North-Eastern regions) from the date of publication of the Recruitment Advertisement in the Employment News (up to 5.00 PM).

Date of Screening Test, Written Exam, Skill/Trade Test, Personal Interview etc. : Will be notified in due course in the official website of IACS and/ or issuance of letter.

8. GENERAL INSTRUCTIONS:

- 8.1 The applicants would be admitted to the Written Test/ Skill Test/ Trade Test on the basis of the information furnished by them in their application form. They are, therefore, advised to ensure that they fulfill all the eligibility conditions before applying. In case it is found at a later stage that the information furnished by an applicant is false or an applicant does not fulfil any other eligibility conditions, the candidature of such applicant would be cancelled and no correspondence in this regard would be entertained. Issuance of invitation to appear for Written Test/Skill Test/Trade Test shall not confer any right for appointment. Appointment will be solely subject to fulfillment of all the eligibility conditions and recommendations of the Selection Committee.
- 8.2 The post carries allowances, retirement and other benefits as per National Pension System as are admissible to the IACS Employees.
- 8.3 The recruitment process shall be transparent as far as practicable and the regular update of information in this matter will be made available in the institute website. Any subsequent amendments/modifications etc. on this matter will be notified in the institute website only which may be referred to by the interested candidates continuously.
- 8.4 Candidature of the application shall be subject to verification of testimonials at any subsequent stage. Incomplete application and testimonials detected at any stage will be liable for cancellation of candidature.
- 8.5 Candidates may ensure that they fill in the correct information; Candidates who furnish false information are liable to be disqualified at any stage of recruitment.
- 8.6 Only such shortlisted candidates be informed individually via-e-mail and correspondence address provided by them in their applications. The mode of selection/screening for the different posts as decided by the Institute will be notified individually and/or through website from time to time.
- 8.7 No TA/DA shall be paid to the candidates for attending the Written Test/Trade Test/Interview.
- 8.8 Candidates working under Central/State Government /Semi or Quasi Government/Autonomous Bodies/PSUs etc. or any institution funded by the Government on regular basis, should send their application through proper channel along with vigilance clearance. However, those who are forwarding their application through proper channel are advised to submit an advance copy of application form well before the closing date.
- 8.9 Candidates working on contractual/ad-hoc basis in Government Departments/Semi or Quasi Government/Autonomous Bodies /PSUs etc. or any institution funded by Government, should attach a copy of No Objection Certificate from their present organization/employer.
- 8.10 In case the closing date fixed for receipt of applications is declared a holiday, next working day shall be deemed to be the closing date for receiving the applications.
- 8.11 Application form (a) received after the closing date or (b) received through email or (c) received not through proper channel/without NOC/Vigilance Clearance, wherever applicable or (d) incomplete in any respect or (e) any fresh enclosures received after the closing date or (f) application without self-attested copies of certificates / testimonials will not be considered and are summarily liable to be rejected.
- 8.12 The candidates should send their duly filled in applications along with requisite documents in support of his/her candidature in an sealed envelope superscripted clearly “**APPLICATION FOR THE POST OF (Name of the post along with advertisement number)** to The Registrar, Indian Association for the Cultivation of Science, 2A & B, Raja S. C. Mullick Road, Kolkata – 700032 by post. The Institute shall not be responsible for postal delays, if any. Candidates applying for more than one post need to send separate envelope containing the application along with documents mentioned above.
- 8.13 Before sending the hard copy of application, candidates are advised to check whether s/he has attached all necessary documents, testimonials as per the advertisement text. The Institute will not be held responsible for rejection of his / her application. No interim queries for short fall of any document in this regard will be entertained.
- 8.14 Selection Committee may cancel an application at any time, in case qualification and experience criteria are not met. IACS reserves the right not to fill up the posts, if suitable candidates are not found.
- 8.15 Canvassing or bringing influence in any form will disqualify the candidature.

Registrar