



राष्ट्रीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भुवनेश्वर
(परमाणु ऊर्जा विभाग, भारत सरकार का एक स्वयंशासित संस्थान)

NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH BHUBANESWAR
(An Autonomous Institution under the Department of Atomic Energy, Govt. of India)

Advertisement for Administrative Staff Positions

Advertisement No.: NISER/RC/2025/NA/02

Publication Date: 26.11.2025

Closing Date: 10.02.2026

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

NISER invites applications from eligible citizens of India for the posts of 1) **Registrar** and 2) **Purchase and Stores Officer** as per the details given below.

Mode of Recruitment:

Deputation / Permanent Absorption (for both the posts)

Name & Number of Post: Registrar (One post)
Pay Level as per 7th CPC Pay matrix: - Level-13-A (Rs.131100 -216600)
Age Limit: Not more than 56 years as on 10.02.2026 (closing date of application)
Eligible grades for Deputation / Permanent Absorption: Officers holding analogous post in DAE/Aided Institutions OR Officers having a minimum of 3 years regular service in Level-13
Job Profile: Custodian of the Institute Seal and Estate: The candidate shall act as the custodian of the records and any other property of the Institute that the Board of Governors (BoG) may entrust to his/her charge. The candidate will be responsible for ensuring proper record-keeping and the digitization of records. In addition, the candidate shall discharge the duties of the Estate Officer of the Institute in accordance with the applicable laws. Furthermore, the candidate will ensure that the Estate of the Institute complies with all relevant statutory requirements as mandated by the Government.

Non-Member Secretary to the BoG: - The candidate shall be responsible for the preparation of the agenda, the recording of minutes of the meetings, the maintenance of records of the Board, and all other activities related to the BoG, as outlined in the Bye-laws.

Legal matters of the Institute: - The candidate shall be responsible for handling the legal matters of the Institute and representing the Institute in suits or proceedings, whether initiated by or against the Institute, as directed by the BoG or the Director. The candidate shall also have the authority to enter into agreements, sign documents, and authenticate records on behalf of the Institute, in accordance with the powers delegated by the BoG.

Personnel / establishment related matters of the administrative and general maintenance staff: - The candidate shall be in charge of the administrative staff and the general maintenance staff of the Institute, unless the power to oversee such staff is delegated by the Director or the BoG to the Dean, or any other designated official of the Institute.

In-charge of correspondence on behalf of the Institute: - The candidate shall be responsible for handling all correspondence related to the Institute, subject to the instructions of the Director.

Safety and security of the Institute property: - The candidate shall be responsible for the safety and security of both immovable and movable property of the Institute, as well as all administrative actions related thereto. He shall also oversee the maintenance and upkeep of the premises.

Reservation Policies: - The candidate shall ensure compliance with the Government's reservation policies, as applicable, in the recruitment for all positions within the Institute and shall report on this matter to the Director.

Annual Report: - The candidate shall be responsible for the preparation of the Institute's Annual Report, which shall be presented to the Board and subsequently laid before Parliament.

Additional duties: -The Director may assign any additional responsibilities as and when required and the candidate shall carry out the same.

The Registrar shall work under the general control of the Director in all matters concerning the Institute. In relation to the above-mentioned responsibilities, he shall act in accordance with the general control and orders of the Director.

Method of Selection: -

Perusal of APAR and Interview of Candidates

Name & Number of Post: Purchase and Stores Officer (One post)
Pay Level as per 7th CPC Pay matrix: - Level-11 (67700 -208700)
Age Limit: Not more than 56 years as on 10.02.2026 (closing date of application)
Eligible grades for Deputation / Permanent Absorption: Officers holding analogous post in DAE/Aided Institutions OR Officers having a minimum of 8 years regular service in Level-8
Job Profile: The candidate is expected to have strong understanding of Purchasing principles and processes for government institution, strong understanding of GFR rules, understanding of purchasing through GeM, research potential vendor, have solid analytical skills, with the ability to create financial reports and conduct cost analysis, knowledge of E-waybill generation and clearance, knowledge in import and export procedures, coordination with DPII/DAE on various purchases (as and when required). The candidate needs to lead the store and purchase section effectively for its day to day activities which are sensitive and time bound in nature.
Method of Selection: Written Examination, Perusal of APAR and Interview of Candidates

Age and experiences shall be considered as on **10.02.2026** (closing date of application).

It is requested that the application, self-attested copies of certificates, mark sheets of educational qualifications, and experience certificates from the eligible officers who can be relieved immediately on selection, may be forwarded to the undersigned in the prescribed pro-forma (on or before the closing date) along with the following documents: -

- (i) CR dossiers containing ACRs/APARs for the last five years. In the case of photocopies of CR dossiers, it should be duly attested by an officer not below the rank of Under Secretary or equivalent to the Government of India.
- (ii) Vigilance / Disciplinary Clearance;
- (iii) Integrity Certificate;
- (iv) A statement showing major/minor penalties, if any, imposed during the last ten years. The statement is also required in case of 'NIL' information.

General information about posts advertised:

1. All applicants should send their applications **through the proper channel** by his/her parent organization without which he/she will not be shortlisted for further process.
2. Mere fulfilling the minimum eligibility criteria mentioned herein may not entitle a candidate to be called for the selection process. Institute reserves the right to fix higher criteria for short-listing of applications for recruitment. Only shortlisted candidates will be called for the selection process.
3. Experience gained in private organizations or contractual / outsourced / project based / temporary positions will not count towards essential experience.
4. The Institute reserves the right to consider whether to fill or not to fill the positions. The Institute has the right to set different as well as higher norms, while short-listing, taking into account the specific requirement.

5. The Institute reserves the right to withdraw the advertised posts at any time without assigning any reason thereof.
6. In the case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/department along with the required documents.
7. The candidate should not have been convicted by any court of law.
8. The competent authority reserves the right of any amendment, cancellation, and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
9. The shortlisted candidates will be called for the selection process, to be held at NISER campus, Jatni, Khurda, Odisha.
10. The decision of the competent authority regarding the recruitment process, verification of documents, and selection would be final and binding on all candidates. No representation/correspondence will be entertained by the authorities in this regard.
11. All disputes pertaining to this advertisement shall fall within the jurisdiction of Bhubaneswar only.

How to apply:

- i) Applicants need to send the hard copy of the duly filled-in application through offline mode along with other necessary documents like self-attested copies of certificates, mark sheets, experience certificates, vigilance/disciplinary clearance, integrity certificates, major/minor penalty statements for the last ten years, CR dossiers containing ACRs/APARs for the last five years which must be delivered on or before the closing date of receipt of the application. These forms and documents need to be **forwarded through proper channel** duly certifying on the hard copy of the application by the competent authority.
- ii) Before applying, candidates are requested to ensure that they fulfill the eligibility criteria for the post as on the closing date (last date of receipt of application). The applications are purely provisional, subject to verification of details/original documents when the candidate reports for the selection process.
- iii) The envelope containing the application and other documents should be super scribing as "Application for the post of '**Name of the Post**' on Deputation / Permanent Absorption Basis' (advertisement No. NISER/RC/2025/NA/02)".
- iv) The application form complete in all respects duly forwarded by the competent authority along with self-attested copies of relevant certificates in support of educational qualifications, age, caste, experience and CR dossiers etc. must reach in the sealed envelope to the "Recruitment Cell" at the address mentioned below on or before **10.02.2026** (Closing date) through Speed Post only. In no case, NISER will be responsible for any delay in receipt of the application due to postal or any other reason.

Recruitment Cell

National Institute of Science Education and Research Bhubaneswar

PO- Bhimpur-Padanpur, Via- Jatni

Dist- Khordha, Odisha – 752050, India

Email: - recruitmentcell@niser.ac.in

Grounds of Rejection:

- Application in any other mode except as described above.
- Application received after the closing date.
- Application of candidate not fulfilling the eligibility criteria.
- Application without relevant self-attested copies of certificates and other documents as described above.

ANNOUNCEMENTS:

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

Director

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NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH BHUBANESWAR
आवेदन पत्र / APPLICATION FORM

1. पद का नाम
Name of the Post:
2. ब्लॉक अक्षरों में नाम और पता
Name and address in Block letters:
 i) Name:
 ii) Address:
 iii) Email Id:
 iv) Mobile No.
3. जन्म तिथि
Date of Birth:
4. सरकार के तहत प्रारंभिक नियुक्ति की तारीख
Date of initial appointment under Govt. rules:
5. सेवानिवृत्ति की तिथि
Date of Superannuation:
6. मूल संगठन
Parent Organization:

7. शैक्षिक योग्यता (उच्चतम योग्यता से शुरू)
Educational Qualification: (Starting from Highest to 10th level)

क्रमांक Sl. No.	डिग्री का नाम Name of the Degree	विश्वविद्यालय / संस्थान University/Institute	प्रवेश का वर्ष / Year of Entry	उत्तीर्ण होने का वर्ष / Year of Passing	प्रतिशत और डिविजन / Percentage & Division	विषय / Subjects studied

8. क्या पद के लिए आवश्यक शैक्षणिक और अन्य योग्यताएं संतुष्ट हैं? (यदि किसी योग्यता को नियमों में निर्धारित एक के बराबर माना गया है, तो उसी के लिए प्राधिकरण को बताएं)

Whether educational and other qualifications required for the post are satisfied? (If any qualification has been treated as equivalent to the one prescribed in the advertisement, state the authority for the same)

योग्यता / अनुभव आवश्यक Qualification/ Experience Required	योग्यता / अनुभव है। Qualification/Experience possessed

9. कृपया स्पष्ट रूप से बताएं कि क्या आपके द्वारा ऊपर दी गई जानकारी के अनुसार, आप पोस्ट की आवश्यकता को पूरा करते हैं?

Please state clearly whether, in the light of entries made by you above, you meet the requirements of the post?

10. रोजगार का विवरण, वर्तमान रोजगार से शुरू होने वाले कालानुक्रमिक क्रम में सजाए। (यदि नीचे के स्थान अपर्याप्त है, तो अपने हस्ताक्षर द्वारा विधिवत प्रमाणित एक अलग शीट संलग्न करें)

Details of employment, in reverse chronological order starting from current employment

(Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

मंत्रालय / विभाग / संस्थान / विश्वविद्यालय, आदि Ministry/Department /Institute/Universities , etc	पद का नाम, नियमित/प्रतिनियुक्ति / Post Held and Regular/Deputation	आरंभ From	शेष / To	बेसिक पे के साथ वेतनमान / Scale of Pay with Basic Pay	कर्तव्यों की प्रकृति / Nature of Duties Performed

11. वर्तमान रोजगार की प्रकृति (यानी आड़-हॉक या अस्थायी या अर्ध-स्थायी या स्थायी)

Nature of present employment i.e. ad-hoc or Temporary or quasi-permanent or permanent:

12. यदि वर्तमान रोजगार प्रतिनियुक्ति के आधार पर है, कृपया स्पष्ट करें:-

In case the present employment is held on Deputation basis, please state:

(a) प्रारंभिक नियुक्ति की तारीख:

The date of initial appointment:

(b) प्रतिनियुक्ति पर नियुक्ति की अवधि

Period of appointment on deputation:

(c) मूल कार्यालय / संगठन का नाम जो संबंधित हैं:

Name of the parent Office / Organization to which belong:

13. वर्तमान रोजगार के बारे में अतिरिक्त विवरण: कृपया बताएं किसके अधिनस्त काम करते हैं

Additional details about present employment. Please state whether working under

(a) सरकार / Government

(b) स्वायत्त संगठन / Autonomous Organization

(c) सरकारी उपक्रम / विश्वविद्यालय / Govt. Undertaking / Universities

(d) अन्य / Others

14. प्रति माह कुल वेतन / Total emoluments per month now drawn:
15. क्या आप एससी / एसटी / ओबीसी / पीडब्ल्यूडी / पूर्व सैनिक / महिला हो:
Whether belongs to SC/ST/OBC/PwBD/Ex-Serviceman/Women:
16. यदि आवेदक किसी ऐसे संगठन से संबंधित है जो केंद्र सरकार के वेतनमान का पालन नहीं कर रहा है, तो उसके मूल संगठन से केंद्र सरकार के वेतनमान के संबंध में समकक्षता प्रमाण पत्र संलग्न किया जा सकता है।
In case the applicant belongs to an organization which is not following the central government pay scales, the equivalence certificate with respect to central government pay scales from his parent organization may be enclosed.
17. अतिरिक्त जानकारी, यदि कोई हो
Additional information, if any

मैंने रिक्ति परिपत्र/विज्ञापन को ध्यान से पढ़ा है और मुझे अच्छी तरह से पता है कि मेरे द्वारा प्रस्तुत आवश्यक योग्यता/कार्य अनुभव के संबंध में दस्तावेजों द्वारा विधिवत समर्थित आवेदन पत्र में दी गई जानकारी का भी चयन समिति द्वारा मूल्यांकन किया जाएगा। पद के लिए चयन का समय मेरे द्वारा प्रदान की गई जानकारी/विवरण मेरी सर्वोत्तम जानकारी के अनुसार सही और सत्य हैं और मेरे चयन पर असर डालने वाले किसी भी तथ्य को दबाया/रोका नहीं गया है। साक्षात्कार या चयन से पहले या बाद में कोई भी जानकारी झूठी/गलत पाए जाने या अयोग्यता पाए जाने की स्थिति में, मेरी उम्मीदवारी/नियुक्ति अस्वीकार/समाप्त की जा सकती है।

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the application form duly supported by the documents in respect of essential qualification/work experience submitted by me, will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld. In the event of any information being found false/incorrect or ineligibility being detected before or after the selection process, my candidature/appointment is liable to be rejected/terminated.

अभ्यर्थी का हस्ताक्षर
Signature of the Candidate

ईमेल और मोबाइल नंबर सहित पता:
Address including email and mobile No:

आवेदन को अग्रेषित करना /Forwarding of Application:-

इस संस्थान/विभाग/संगठन को एनआईएसईआर भुवनेश्वर में प्रतिनियुक्ति के आधार पर कुलसचिव के पद के लिए उनके आवेदन पर विचार किए जाने पर कोई आपत्ति नहीं है। उसके पास रिक्ति परिपत्र में उल्लिखित शैक्षणिक योग्यता और अनुभव है। चयनित होने पर उसे तत्काल कार्यमुक्त कर दिया जाएगा।

This Institute/Department/Organization has No Objection to his/her application being considered for the post of _____ on deputation / permanent absorption basis in NISER Bhubaneswar. He/She possess educational qualifications and experiences as mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

- (a) आवेदक द्वारा दी गई सेवा विवरण सेवा रिकॉर्ड के संदर्भ में सत्यापित किए जाते हैं और सही पाए जाते हैं।

Service particulars given by the applicant are verified with reference to service records and found to be correct.

- (b) यह प्रमाणित है कि कोई भी सतर्कता / अनुशासनात्मक मामला या तो लंबित नहीं है या अधिकारी के खिलाफ विचार किया जा रहा है।

It is certified that no vigilance/disciplinary case is either pending or being contemplated against the Officer.

- (c) यह प्रमाणित है कि पिछले 10वर्षों के दौरान अधिकारी पर कोई बड़ा /मामूली जुर्माना नहीं लगाया गया है।

It is certified that no major/ minor penalty has been imposed on the officer during the last 10 years.

- (d) यह प्रमाणित है कि अधिकारी की वफ़ादारी संदेह से परे है।

It is certified that the Integrity of the Officer is beyond doubt.

- (e) अधिकारी नियमित आधार पर पद धारण कर रहा है।

The officer is holding the post on regular basis.

- (f) पिछले पांच वर्षों के एसीआर/एपीएआर जैसे सीआर डोजियर की विधिवत सत्यापित फोटो प्रतियां संलग्न हैं।

Photocopies of the CR dossiers like ACRs/APARs for the last five years duly attested are enclosed.

सक्षम प्राधिकारी की मुहर के साथ हस्ताक्षर
Signature with seal of the Competent Authority