



# 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/354

Date: March 20, 2026

Applications (neatly typed) are invited from eligible candidates in the prescribed Format, annexed to this advertisement, for filling up the following regular posts on direct recruitment basis upon the results of open competitive selection process, as detailed below :

### 1. HOW TO APPLY:

The applicant must be a citizen of India. Filled in applications in the prescribed form along with a passport size self-attested recent colour photograph affixing on it, requisite documents in support of educational qualification, age, caste and working experience etc. duly attested, must be sent so as to reach to the Registrar, Indian Association for the Cultivation of Science, 2A & B, Raja S. C. Mullick Road, Kolkata – 700032 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 only, in favour of “INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE” payable at Kolkata. The Demand draft details should be mentioned in the application form. No other mode of payment towards application fee is acceptable.

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.

2.4 As an Institute of national repute, IACS Kolkata strives to have a gender-balanced workforce that reflects an all-India character. Hence, candidates from all over the country, as well as female candidates, are especially encouraged to apply.

### 3. VACANCIES

3.1 Details of vacancies are as follows :

Name of Post	Classification	Total No of Posts	Category wise vacancy		
			UR	EWS	OBC [NCL]
Assistant	Group B	5	2	1	2
MTS (General)	Group C	5	3	1	1

Abbreviation Used: UR - Unreserved, OBC [NCL] - Other Backward Class[Non-Creamy Layer], EWS - Economically Weaker Section

3.2 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 as per requirement of the Institute and make appointments accordingly.

3.3 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.

3.4 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 qualifications	Experience	Job description	Age Limit (As on 15.05.2026)	Pay Level
Assistant [Group B]	Bachelor's Degree	With five years of experience, having good knowledge of English and Computer applications and office administration.	To look after establishment/administrative work and handle personal files of the employees and assist his/her superiors in the relevant field of work or act as per requirement of the Institute.	Not exceeding 30 years (candidate must have born not earlier than 15 <sup>th</sup> May, 1996)	Level 7 in 7CPC with initial Basic Pay of Rs.44,900/-
MTS (General) [Group C]	Matriculation Examination or equivalent from a recognized board	NA	<ul style="list-style-type: none"> <li>Assisting in routine office work.</li> <li>Physical maintenance of records and files.</li> <li>Carrying files and papers from one lab/division to others.</li> <li>Upkeep of office premises.</li> <li>Any other work assigned by superior authority.</li> </ul>	Between 18 to 25 years (candidate must have born not earlier than 15 <sup>th</sup> May, 2001 and not later than 15 <sup>th</sup> May, 2008)	Level 1 in 7CPC with initial Basic Pay of Rs.18,000/-

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 w.e.f. 01.01.2004.

4.2 The date of birth mentioned in the Matriculation certificate shall only be considered for the calculation of age. The lower age limit for all the posts shall be 18 years. The upper age limit mentioned in the advertisement is with reference to the unreserved vacancies. For certain age concessions admissible to various categories please go through the instruction regarding Concessions & Relaxations as mentioned below under Sl. No.5.

4.3 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 from a recognized Board/Council/University/Institute and requisite working experience having relevance to the job description/requirement as laid down against the posts. No interim queries in any form whatsoever will be entertained. Working experience having relevance to the job description/requirement specified, acquired after obtaining the minimum educational qualifications required for the post, will only be taken into consideration. The prescribed essential qualifications and working experience are the minimum and the mere possession of the same does not entitle candidates to be called for selection tests. In the event of number of applications being large, the Institute will resort to fix shortlisting criteria to restrict the number of candidates to be called for selection tests to a reasonable limit based on qualifications and relevant experience higher than those prescribed in this advertisement.

4.4 Candidate should enter the completed educational qualifications only in the application form and not the pursuing ones. Qualifications, the candidates acquired should be strictly in accordance with the qualifications prescribed for the post. Any candidate seeking a claim of equivalent of the qualifications with the notified ones will have to submit documentary evidence supporting their claim with their application form. Otherwise, such cases will be rejected. While filling up the percentage of marks column, in case of grade/CGPA, put equivalent formula prescribed by the Board/Institute/University.

4.5 While filling up the period for current employment particulars, put current date in the "to date" column if you are/would be continuing the same job. Total experience will be calculated based on the entries made in the rows filled. Working experience period should not be overlapped. The certificate of working experience shall be in proper format, i.e., it should clearly state his/her designation, period of service in the particular organization, nature of duty/work assignment(s) and the pay. The working experience certificates should be on the organization's letterhead, bearing the Date of issue. Pay slips/Office orders/Appointment orders or any other documents shall not be considered as proof of working Experience.

4.6 Essential qualifications, relevant working experience and all other eligibility criteria shall be reckoned as on the closing date of application for the posts (cut-off date), which will remain unchanged even in case of extension of the closing date of submission of applications.

## 5. RESERVATION & RELAXATIONS :

### 5.1 Reservation

Reservation for OBC-NCL/EWS will be as per the Government of India Rules.

#### For OBC Candidates:

a) Candidates applying under OBC-NCL category must produce the valid caste certificate issued by the Appropriate Authority in the prescribed format of DoPT in Annexure –II along with a self declaration in the prescribed format in Annexure -III provided with the advertisement.

b) OBC-NCL candidate's eligibility will be based on the caste(s) borne in the Central List of Government of India.

c) The vacancies are being advertised for the Financial year 2026 - 2027, therefore, valid NCL - OBC certificate issued after 01.04.2025 will be considered valid. Candidates, who submit NCL - OBC certificate issued before this period (i.e. 01.04.2025) will not be considered valid for this advertisement. Therefore, OBC candidate must ensure that they submit a valid OBC certificate.

d) OBC candidate(s) should not belong to Creamy Layer on the crucial date, failing which their candidature will not be considered for OBC post.

#### For EWS Candidates:

a) Application under EWS category will be considered subject to submission of Income and Assets certificate in the prescribed format issued by the Competent Authority. Therefore, EWS candidate must ensure that they have valid EWS certificate application showing the income from all sources for the financial year prior to the year of application as per DoPT OM No 36039/1/2019-Estt (Res) dated 31.01.2019.

b) Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category.

c) As per DoPT OM No 36039/1/2019-Estt (Res) dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidates is the closing date for receipt of application for the post. Therefore, EWS candidate must ensure that they submit a valid EWS certificate for the financial year 2026-27 issued on the basis of income for the financial year 2025-26 in the prescribed DoPT format proved in Annexure-IV with this advertisement.

### 5.2 Age Relaxations

Relaxation in the upper age limit for departmental candidates for appointment by direct recruitment to Group C and Group B posts will be up to 40 years of age and by 5 years respectively. This concession is admissible to such of the departmental candidates as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of posts, where Departmental candidates' for age relaxation shall be considered for 'Employees of IACS Kolkata and other Institutes under administrative control of Department of Science & Technology, Government of India' only. Age will be relaxed for serving Government employees as per Government of India norms subject to submission of certificate issued by the Competent Authority in the prescribed format provided in Annexure - I with this advertisement.

Crucial date for claim of OBC-NCL/ EWS etc. status or any other benefit viz. reservation, age-relaxation, etc. will be the closing date for receipt of applications. No age relaxation will be allowed to reserved category applicants against unreserved posts.

## 6. SELECTION PROCEDURE

6.1 The following scheme of selection tests for selection of candidates for appointment to the above posts on the basis of merit:

**For the post of Assistant** : Level1- Written Test, Level 2 - Skill Test ; Total 100 marks (50+50)  
**For the post of MTS(General)** : Computer Based Test (Class X Standard) - 15 marks Numerical ability, 15 marks Reasoning, 10 marks General Awareness, 10 marks English Language ; Total Marks – 50

6.2 IACS will have the right to decide cut-off marks for 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 for reserved category will be fixed by the competent authority subsequently.

6.3 No interim correspondence will be entertained from the applicants regarding the conduct of the written test/ skill/Physical Efficiency test, or reasons for not being called for the next round. Candidates are advised to visit the Institute's website regularly for any further updates.

## **7. IMPORTANT DATES**

**Closing date for receipt of application: On or before 15.05.2026 (up to 5.00 PM).** 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.

**Date of Screening Test, Written Exam, Skill/Physical Efficiency Test etc. : Will be notified in due course in the official website of IACS and/ or via office correspondence.**

## **8. GENERAL INSTRUCTIONS:**

8.1. The applicants would be admitted to the Written Test/ Skill/Physical Efficiency 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 or documents submitted by an applicant is false/forged/fabricated 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/Physical Efficiency 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 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 on the institute's website only which may be referred to by the interested candidates regularly.

8.3 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.

8.4 The institute at its discretion may assess the candidature through multiple level screening.

8.5 Only such shortlisted candidates will be informed individually to the correspondence address provided by them in their applications. The dates for mode of selection/screening for the various posts as decided by the Institute will be notified individually and/or through Institute's website from time to time.

8.6 The written/skill test/Physical Efficiency Test for the posts will be conducted in Kolkata only. No TA/DA will be paid to the candidates for appearing in any stage of the selection process.

8.7 Candidates working in Government Departments/Semi or Quasi Government/Autonomous Bodies/PSUs etc. or any institution funded by Government on regular basis, should send their application through proper channel. 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.

8.8 The character of a person for direct recruitment to the IACS service must be such as to render him / her suitable in all respect for appointment to the Government service. Person dismissed or found unsuitable/unfit by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government any or by any Private Sector Organizations on any occasion will be deemed to be ineligible for appointment.

8.9 No vigilance or disciplinary or criminal case should be pending/contemplated against the candidate as on the date of application, or should be contemplated/initiated against the candidate after submission of application till the time of joining in case of selection.

8.10 Candidates currently working on contractual/ad-hoc basis in Government Departments/Semi or Quasi Government/Autonomous Bodies/PSUs etc. or any institution funded by Government, must attach a copy of No Objection Certificate from their present organization/employer.

8.11 Candidates applying for more than one post need to send separate envelope containing application along with requisite documents, subject to the condition that they fulfill all other eligibility criteria required for the post and deposit the requisite application fee separately for each post as applicable.

8.12 Application form (a) received after the closing date or (b) received through email or (c) received not through proper channel/without NOC, wherever applicable or (d) not in prescribed format or incomplete in any respect or (e) any fresh enclosures received after the closing date or (f) application without signature/affixing photograph or self-attested copies of certificates / testimonials will not be considered and are summarily liable to be rejected.

8.13 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.

8.14 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.

8.15 Institute may cancel an application at any time, in case qualification and working experience criteria are not met. IACS reserves the right not to fill up the posts, if suitable candidates are not found.

8.16 In case of any inadvertent error in the process of selection, which may be detected at any stage even after the issuance of an appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication sent to the applicants.

8.17 The Institute shall verify the documents submitted by an applicant and his/her character & antecedents at the time of appointment and/or during the tenure of the service. In case it is detected that any of the documents submitted by the candidate(s) is false, or the character & antecedents report reveal anything adverse or he/she has suppressed or misrepresented any information then his/her candidature/services will be liable to be cancelled/terminated forthwith.

8.18 The Applicants, who submit their applications against this recruitment advertisement, will be considered to have accepted the terms and conditions specified herein.

8.19 Any legal dispute about the selection/recruitment process will be subject to the Courts having jurisdiction over Kolkata.

8.20 Canvassing or bringing influence in any form will disqualify the candidature from the selection process.

**Registrar**