राष्ट्रीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भुवनेश्वर

परमाणु ऊर्जा विभाग, भारत सरकार का एक स्वयं शासित संस्थान

NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH BHUBANESWAR

(An autonomous research institution under Department of Atomic Energy, Govt. of India)

Advertisement for the Position of Deputy Controller of Accounts

Advertisement No.: NISER / RC / 2026 / NA / 01

Publication Date: 19.11.2026 **Closing Date: 27.02.2027**

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 post of **Deputy Controller of Accounts** as per the details given below.

Mode of Recruitment: Deputation / Permanent Absorption

Name & Number of Post: Deputy Controller of Accounts (One post)

Pay Level as per 7th CPC Pay matrix: Level-11 (67700 -208700)

Age Limit: Not more than 56 years as on **27.02.2027** (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 and above

Job Profile:

The Deputy Controller of Accounts shall assist the Finance Officer, who is the Head of the Finance and Accounts Section of the Institute. The Deputy Controller of Accounts shall:

1. Maintain and monitor accounts relating to various funds received by the Institute and payments made by the Institute, and report to and assist the Finance Officer in their proper maintenance.
2. Assist the Finance Officer in the preparation of the Annual Budget of the Institute.
3. Oversee the processing and payment of salaries of all employees and the settlement of personal claims of staff, faculty members, students, and other eligible persons.
4. Assist in the investment and disbursement of Institute funds in accordance with applicable rules and with the approval of the competent authority.
5. Attend to and facilitate the settlement of queries and observations raised by various statutory audit authorities, and ensure compliance with applicable tax and other statutory requirements.
6. Coordinate the preparation and finalisation of the audited annual financial statements of the Institute in consultation with the Independent Auditors or other appointed audit firms.
7. Perform such other duties and responsibilities as may be assigned by the competent authority from time to time.

Method of Selection: Written Examination, Perusal of APAR and Interview of Candidates

Age and experiences shall be considered as on **27.02.2027 (**closing date of application).

It is requested that the applications of eligible officers who can be relieved immediately upon selection, along with self-attested copies of their certificates, mark sheets of educational qualifications, and experience certificates, 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 case photocopies of the CR dossiers are furnished, these should be duly attested by an officer not below the rank of Under Secretary to the Government of India or equivalent.

(ii) Vigilance/Disciplinary Clearance Certificate.

(iii) Integrity Certificate.

(iv) Statement of major/minor penalties, if any, imposed during the last ten years. The statement should also be furnished in case of "NIL" information.

General information about posts advertised:

1. All applicants must submit their applications through the proper channel of their parent organisation. Applications not forwarded through the proper channel shall not be considered for shortlisting.
2. Mere fulfilment of the minimum eligibility criteria specified herein shall not entitle a candidate to be called for the selection process. The Institute reserves the right to prescribe higher or additional shortlisting criteria, based on the specific requirements of the post. Only shortlisted candidates shall be called for the selection process.
3. Experience acquired in private organisations or through contractual, outsourced, project-based, or temporary positions shall not be counted towards the essential experience requirement.
4. The Institute reserves the right to fill or not to fill any or all of the advertised posts. The Institute may prescribe different or higher criteria for shortlisting, taking into account the specific requirements of the post.
5. The Institute reserves the right to withdraw any or all of the advertised posts at any time, without assigning any reason.
6. In the case of officers already on deputation, their applications shall be forwarded by their parent cadre/department, along with all the required documents.
7. The candidate shall not have been convicted by any court of law.
8. The Competent Authority reserves the right to amend, cancel, or modify this advertisement, in whole or in part, at any time, without assigning any reason or giving prior notice.
9. Shortlisted candidates shall be called for the selection process, which shall be conducted at the NISER campus, Jatni, Khurda, Odisha.
10. The decision of the Competent Authority regarding the recruitment process, verification of documents, shortlisting, and selection shall be final and binding on all candidates. No representation or correspondence in this regard shall be entertained.
11. Any dispute arising out of or in connection with this advertisement shall be subject to the exclusive jurisdiction of the courts at Bhubaneswar.

How to apply:

i) Applicants shall submit the duly filled-in application form (given in page 4-7 of this document) in hard copy through offline mode, along with all required documents, including self-attested copies of certificates, mark sheets, experience certificates, Vigilance/Disciplinary Clearance, Integrity Certificate, statement of major/minor penalties imposed during the last ten years, and CR dossiers containing ACRs/APARs for the last five years. The application and all supporting documents must be forwarded through the proper channel, with the competent authority duly certifying the application, and must reach NISER on or before the closing date for receipt of applications.

ii) Before applying, candidates are advised to ensure that they fulfil all the prescribed eligibility criteria for the post as on the closing date for receipt of applications.

Applications shall be treated as provisional and shall be subject to verification of the details and original documents at the time of the selection process.

iii) The envelope containing the application and supporting documents should be super scribed "Application for the post of '*Name of the Post*' on Deputation / Permanent Absorption Basis" (Advertisement No. NISER/RC/2026/NA/01).

iv) The duly completed application form, forwarded by the competent authority, along with self-attested copies of relevant certificates in support of educational qualifications, age, caste, experience, CR dossiers, and other required documents, must reach the Recruitment Cell, NISER, at the address mentioned below, in a sealed envelope through Speed Post only, on or before **27.02.2027** (Closing Date). NISER shall not 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 submitted through any mode other than the prescribed mode.
- Application received after the closing date.
- Application from a candidate who does not fulfil the prescribed eligibility criteria.
- Application not accompanied by the required self-attested copies of certificates and other supporting documents as specified 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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आवेदन पत्र / APPLICATION FORM

1. पद का नाम / Name of the Post: _____

2. भर्ती का तरीका / Mode of Recruitment: *(Please tick at least one)*

☐ Deputation ☐ Permanent Absorption ☐ Deputation followed by Permanent Absorption

3. ब्लॉक अक्षरों में नाम और पता / Name and address in Block letters:

i) Name: _____

ii) Address: _____

_____ PIN: _ _ _ _ _ _

iii) Email Id: _____

iv) Mobile No: _____

4. जन्म तिथि / Date of Birth: _ _ / _ _ / 19 _ _

5. सरकार के तहत प्रारंभिक नियुक्ति की तारीख

Date of initial appointment under Govt. rules: _ _ / _ _ / _ _ _ _

6. सेवानिवृत्ति की तिथि / Date of Superannuation: _ _ / _ _ / _ _ _ _

7. मूल संगठन / Parent Organization: _____

8. 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

9. 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

10. 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?

_____

11. 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

12. 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:

_____

13. 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: __ __ / __ __ / __ __ __ __ to __ __ / __ __ / __ __ __ __

(c) मूल कार्यालय / संगठन का नाम जो संबंधित हैं:
Name of the parent Office / Organization to which belong:

_____

14. वर्तमान रोजगार के बारे में अतिरिक्त विवरण: कृपया बताए किसके अधिनस्त काम करते है
Additional details about present employment. Please state whether working under

☐ सरकार / Government
☐ स्वायत्त संगठन / Autonomous Organization
☐ सरकारी उपक्रम / विश्वविद्यालय / Govt. Undertaking / Universities
☐ अन्य / Others

15. प्रति माह कुल वेतन / Total emoluments per month now drawn: ₹_____

16. क्या आप एससी / एसटी / ओबीसी / पीडब्ल्यूडी / पूर्व सैनिक / महिला हो:
Whether belongs to SC/ST/OBC/PwBD/Ex-Serviceman/Women: ☐ Yes ☐ No

17. 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.

☐ Enclosed

18. 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:

Address:	eMail: _____ Mobile #: _____

आवेदन को अग्रेषित करना /Forwarding of Application:

इस संस्थान/ विभाग/ संगठन को एनआईएसईआर भुवनेश्वर में प्रतिनियुक्ति के आधार पर _____ 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