

## GENERAL INSTRUCTIONS

1. The Candidate must ensure that he/she fulfils the eligibility conditions for the post on or before the closing date.
2. Candidates with requisite qualifications acquired from recognized University/institutions need only apply
3. Candidates already in service in India should send their application through proper channel. In such cases an advance copy should be sent directly within the stipulated time. However, in such cases the candidates called for interview will have to produce **No Objection Certificate** or original applications duly forwarded by the competent authority of their institutions, failing which he/she shall not be allowed to appear before the Selection Committee.
4. Mere fulfilling the conditions does not guarantee that the applicant will be shortlisted for interview. The Institute has a right to decide the mode of screening and testing the applicant for short listing and selection.
5. In case the Screening Committee recommends to restrict the number of candidates to be called for interview by applying any other criteria/benchmark in addition to the required essentials and desirable qualifications, the same will be followed for calling applicants for interview.
6. The eligibility limit of 55% marks at the Master's level (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5 % to the categories of Scheduled Caste / Scheduled Tribe / Differently-abled (Physically and Visually) are permissible, based on only the qualifying marks without including any grace marks procedures as per GOI norms.
7. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a UGC recognized University shall also be considered eligible
8. Percentage equivalence of Grade Points for a Seven Points scale as per the UGC Guidelines dated 30.06.2010 is as follows:

*It is hereby clarified that where the University/College/Institution declare results in grade points which is on scale of seven, the following yardstick shall be adopted to determine equivalent marks in percentage.*

<b>Grade</b>	<b>Grade Point</b>	<b>Percentage Equivalent</b>
'O' – Outstanding	5.50 - 6.00	75 -100
'A' – Very Good	4.50 - 5.49	65-74
'B' – Good	3.50 - 4.49	55-64
'C' – Average	2.50 - 3.49	45-54
'D' – Below Average	1.50 - 2.49	35-44
'E' – Poor	0.50 - 1.49	25-34
'F' – Fail	0 - 0.49	0 -24

9. Candidates may note that the qualification as amended by the UGC/MHRD from time to time shall be applicable for the respective posts.
10. Age limit will be taken into account as on the closing date mentioned for receipt of applications.
11. Experience & Qualifications will be reckoned as on the closing date prescribed for receipt of application.
12. The Institute reserves the right to withdraw any advertised post(s) at any time without giving any reason.
13. It will be open to the Institute to consider names of suitable candidates who may not have applied. Nominations of highly qualified candidates from very well established Academics/Research Institutions, etc., will also be considered. The Institute also reserves the right to relax minimum qualifications marginally in case of otherwise highly qualified candidates.

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14. Call letters to attend the interview will be sent only to the shortlisted candidates by E-mail or Speed Post or Registered Post. No Correspondence will be made with applicants who are not short-listed /not called for interview.
15. Candidates should enclose self-attested copies of certificates towards the evidence of Age, Educational Qualifications, Community, Physical Disability, Experience, etc. Do not enclose originals along with applications as the Institute will not be responsible for their loss.
16. All Certificates, Degrees, NOC and other documents must be produced in originals at the time of interview, if called for the same. Failure to produce these, may result in ineligibility to appear for the interview.
17. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/ cancel any communication made to the candidate
18. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final

**19. Canvassing in any form will disqualify the candidates**

20. The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has undesirable clandestine antecedents/ background and has suppressed the said information, then his services shall be terminated.

**MISCELLANEOUS**

21. No TA / DA will be paid for attending the interview.
22. The Institute reserves the right to fill or not to fill the post.
23. No correspondence/queries will be entertained from candidates regarding, conduct and result of interview and reasons for not being called for interview
24. No accommodation will be provided in the Institute Guest House
25. The Institute reserves the right to alter/insert any corrections/additions in the advertisement/website in the event of any typographical error before the last date prescribed for the receipt of applications
26. Amendments/Changes, if any, in the advertisement will be published only on the Institute's Website
27. Institute will not be responsible for any postal delay at any stage.
28. No request for conduct of interview through Telephone/Video Conference/Skype etc., will be considered

**APPLICATION (DOWNLOADABLE)**

29. The prescribed Application Form, Proforma for certificate verification and the details of the advertisement can be downloaded from the Institute website [www.iiswbm.edu](http://www.iiswbm.edu)

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**APPLICATION (SUBMISSION)**

30. Application for each post in 3 sets must be placed in a **SEPARATE COVER**. The name of the post applied for must be **superscribed** on the envelope without fail.
31. The Institute shall not be responsible for any misplacement, omission etc. if two or more applications are put in one cover by the candidate.
32. If the cover containing an application is not marked properly as per the information given above, it is likely to be misplaced. The Institute does not take any responsibility of such misplaced applications.
33. If an application is not strictly prepared as per advertised format then the application will be summarily rejected
34. Receipt of filled in Application Form without self attested copies of all relevant certificates will be rejected.
35. Applications received after the stipulated date or incomplete in any respect or not readable will not be entertained and no further correspondence will be made in this regard
36. Application or CV/Bio-Data sent through e-mail will not be considered under any circumstances, unless followed by hard copy with signature within the prescribed last date.
37. It is not possible to send individual acknowledgement. Those who want acknowledgment may send their applications by registered post with acknowledgement due.
38. Application submitted for a particular post is not transferable to any other post.
39. The Institute reserves the right to consider the applications received after the last date, in exceptional cases
40. Candidate, who has applied earlier informally and sent his/her bio-data/academic vitae earlier to the Director or any other competent authority of the Institute, must apply following the above procedures.
41. Submission of proof is mandatory with reference to the information given in the application, wherever required.
42. Certificates in support of experience should be in proper format i.e. it should be on the organization's letter head bearing the date of issue, specified period of work, name and designation of the issuing authority along with signature.
43. A completed application form should have:
  - i) Duly filled in Application Form and Proforma for Certificate Verification.
- iii) **Self Attested copies of :**
  - a) Age proof
  - b) SSLC/Matric or equivalent certificate
  - c) HSC/PUC/or equivalent certificate
  - d) Diploma/Degree Certificates
  - e) SC/ST/OBC/PwD certificate in appropriate format, if applicable,
  - f) Experience certificate, if any
  - g) NOC from the employer, if applicable
  - h) Recent proof for salary drawn,
  - i) Publications/event records/relevant documents, etc.
  - j) Any other relevant documents.

44. Completed application with all the required enclosures must reach:

45. Please go the following links:

- i) [Application Form](#)
- ii) [Check List](#)
- iii) [Details regarding qualifications](#)

**The Director  
IISWBM, Management House  
College Square (West)  
Kolkata-700073**

Last date for receipt of filled in application is **11.03.2020 by 05.30 pm**

**Date: 25.02.020**

**Director**