

Institute of Environmental Studies and Wetland Management
Department of Environment
Government of West Bengal
DD-24, Sector - I,
City Centre, Bidhannagar (Salt Lake)
Kolkata - 700064

No.:345-IESWM/4E-226/2025-26(615B)

Date: 12/12/2025

Applications are invited from Indian citizens for the post of Registrar in the Institute of Environmental Studies and Wetland Management (IESWM). The details are indicated below:-

Name of the Post: Registrar

Number of post: 01 (One)

Pay level: It carries the scale of pay matrix of Level - 17 (Rs. 67300/- to 173200/-) (erstwhile Pay Band No. 4A (Rs. 15600/- to 42000/- with Grade Pay of Rs. 6600/-) plus usual allowances as admissible. The service shall be governed by the rules, orders and service bye-laws applicable to the employees of the IESWM.

Qualification: Master Degree in any discipline from a recognized University.

Experience: Candidate should have an experience of at least 10 years in administrative position in reputed Government organization and profound working knowledge in office administration, policy matters, financial management and accounting.

Age: Upper age limit is 40 years subject to relaxation of 5 years for the scheduled castes and the scheduled tribes, 3 years for the Other Backward Classes category of candidates and 5 years for persons with disabilities (having physical disabilities of 40% and above).

Aspiring applicants must note:-

- 1] The application should be sent to the Director, Institute of Environmental Studies and Wetland Management (IESWM) in the attached format. Copies of all certificates (duly self-attested) pertaining to work experience etc. must be produced at the time of interview. A recent passport size photograph duly signed shall be affixed on the attached format.
- 2] The application be submitted in a hard copy with the envelope containing the application should bear the advertisement number.

- 3] This office shall not be responsible for any postal delay or failure of receipt.
- 4] Applicants will have to produce all the documents, in original, for verification during interview. On the basis of the interview, a panel of eligible candidates would be prepared which will be valid for a period of 1 (one) year from the date of its publication. In case the candidate appearing at Sl. No. 1 of the panel is not willing to accept the offer of engagement or found with invalid credentials, then the candidate at Sl. No. 2 of the said panel will be chosen for engagement.
- 4] Leave Rules and other facilities etc. will be applicable as per Government norms.
- 5] No TA/DA shall be provided for appearing in the interview.
- 6] The application complete in all respect must reach by post / hand within office hours (10.00 a.m. to 5.30 p.m.) on working days to the Director, IESWM, DD-24, Sector – I, Salt Lake City, Kolkata – 700064 within 22nd January, 2026.

BIO-DATA

1. Full Name (in block letter) :

2. Service :

3. Address :

4. Date of birth :

5. Gender :

6. Nationality :

7. Religion :

8. Martial Status :

9. Mobile Number :

10. Email address :

11. In which office last served :

12. In which post last served :

13. Work experience
(Brief description) :

14. Any other information :

Paste recent
passport size
photograph duly
signed

Declaration:

I hereby declare that the information provided above is true to the best of my knowledge and belief.

Signature

Date:

Place: