

S.N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES

Block JD, Sector III, Salt Lake, Kolkata 700 106

Website: www.bose.res.in

ADVERTISEMENT

SNB/Advt/19-20/006

29th June, 2019

The S.N. Bose National Centre for Basic Sciences, an autonomous organization under the Department of Science and Technology, Government of India, invites applications from Indian nationals working in Central Government, PSUs or Autonomous Bodies for appointment in the position of ‘**Campus Engineer cum Estate Officer**’–1 No. (Unreserved) as per 6th CPC, Pay Band - 3 (Rs. 15,600-39,100) with Grade Pay of Rs. 6600 on regular basis. The tentative total gross emoluments (as per 6th CPC) at the beginning of the pay in the pay band is Rs. 80,122/-

Educational Qualifications: Bachelors’ Degree in Civil/Electrical Engineering in First Class from a recognized university.

Desirable : Candidates having Masters' Degree in Civil / Electrical Engineering from a recognized university.

Eligibility:

- (i) Holding analogous post on regular basis, preferably in a reputed academic/research institution with minimum 8 years of experience (in case of BE) or minimum 6 years of experience (in case of ME); or
- (ii) With 5 years regular service in posts with pay in the pay band of Rs.15,600-39,100 with Grade Pay of Rs.5400/- (PB3) or equivalent.

Experience: Experience in construction related activities and maintenance and upkeep of the existing buildings and campus. Knowledge of use of Computer aided tools for design and management is desirable and will be an added qualification.

Responsibilities: The Campus Engineer cum Estate Officer will be over all in charge of Maintenance and Engineering Section of the Centre and would be assisted by JE (Civil) and JE (Electrical) and other technical persons and will report to the Registrar of the Centre. He/She will be responsible for:

- a) Liaison with various agencies to oversee the progress of the existing construction work and new construction activities in the Centre, maintenance (civil and electrical) and upkeep of existing infrastructure.
- b) Supervision of all works related to the present and new construction projects viz. preparation of – NIT, Tender Documents and Estimates, preparation and checking of contractor's bills etc.
- c) Function as Estate Officer and look after cleaning and hygiene, maintenance and upkeep of the existing buildings and infrastructure viz. office building, staff quarters, Guest House, horticulture etc., allocation of office space, custodian of keys etc.
- d) Overall maintenance of the Campus.

Age limit: The maximum age limit for appointment should not exceed 40 years of age on the closing date of receipt of applications, relaxable as per Govt. of India rules. Age should not exceed the limit as on the closing date of receipt of completed application.

General Instructions:

- Age relaxation for SC/ST/OBC/Physically Handicapped/ Ex-Serviceman will be as per Government of India rules.
- Candidates should bring their last pay certificates if called for interview.
- The Centre may shortlist candidates based on submitted applications. However, the prescribed essential qualifications/experience indicated is bare minimum and mere possession of the same will not entitle the candidates to be shortlisted. The decision of the Centre in this matter will be final.

Applications from the eligible candidates should be duly forwarded through their department/head of the organization alongwith personal data in the prescribed format. Complete CR dossiers upto 2018 and a certificate of integrity and vigilance clearance in respect of the candidate may also be forwarded by the Competent Authority. Applications of suitable candidates should be sent to the **Registrar, S.N. Bose National Centre for Basic Sciences, Block JD, Sector-III, Salt Lake, Kolkata-700106 within 21 days of publication of the**

advertisement. The envelope should be superscribed with the words “**Application for the position of Campus Engineer cum Estate Officer**”.

The applicant can send an advance copy of the application.

Application incomplete in any respect and not accompanied with relevant certificate/document/photograph will be rejected.

The prescribed application form and the details of the advertisement can be downloaded from the Centre’s website: <http://newweb.bose.res.in/InfoAnnouncements/JobOpenings.jsp>.

Registrar

S.N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES

Block JD, Sector III, Salt Lake, Kolkata – 700 106

Format for Application for the post of “Campus Engineer cum Estate Officer”

- 1) Name of the post applied for :
- 2) Name of the applicant :
- 3) Address for Communication
with Telephone No. and email address:
- 4) Permanent Address for Communication
with Telephone No. and email address:
- 5) Date of Birth:
- 6) Present post held :
- 7) Educational Qualification:
- 8) Professional Qualification and courses/training, if any:

9) Details of Employment in Chronological order :

Sl. No.	Name of Department/ Organisation	Name of post held and scale of pay	Duration From.....To	Whether Regular/Temporary/ Contract	Nature of duties performed

10) Scale of the present post and present pay:

11) Date of appointment in the present grade:

12) Whether holding the post, in substantive capacity:

13) Name and address of the present employer:

14) Whether SC/ST/OBC:

15) Any other additional information:

I do hereby declare that particulars furnished by me are correct to the best of my knowledge and belief.

(Signature of the Applicant)

Date:

Place:

Candidates already employed should get the application forwarded through proper channel

Forwarding / Certificate from the Concerned Employer

Certified that the particulars furnished by the candidate are correct and verified from the service records.

All required documents/certificates are enclosed with the application.

(Signature of forwarding authority with seal)

Date:

Place:

Abridged version of the above advertisement published in the following newspapers on 29/06/2019..

- 2. TIMES OF INDIA : Kolkata, New Delhi, Mumbai, Chennai, Bangalore, Hyderabad & Pune editions**
- 3. The Telegraph : Kolkata**
- 4. Anandabazar Patrika : Kolkata**
- 5. Sanmarg (Hindi) : Kolkata**

The abridged version is also tentatively scheduled for publication in EMPLOYMENT NEWS on 29/06/2019