

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 '**Assistant (General)**' – **1 No. (Unreserved)** with pay in Level 6 in Pay Matrix (Rs.35,400-1,12,400) [as per 6th CPC, Pay Band - 2 (Rs. 9,300-34,800) with Grade Pay of Rs. 4200] on regular basis. The tentative total gross emoluments (as per 7th CPC) at the beginning of the pay in the pay level is Rs.52,176/-

Educational Qualifications:

Graduate in any discipline with at least 55% of marks from recognized University with diploma in Computer Applications.

Desirable: Diploma in Personnel Management/ Public Administration with in-depth knowledge of Central Government rules applicable in reputed autonomous bodies, educational or research institutes.

Eligibility: Holding analogous post or, minimum 6 years of experience in educational administrative matters in reputed scientific/educational/academic/research institutes in previous pay scale.

Experience: The candidate should be well aware of office-procedure and should possess experience in independently handling correspondences, drafting letters, initiating noting on educational administrative matters, on-line handling of applications, registration, programme

management, noting of proceedings, liaisoning with external bodies etc. The candidate should have very good communication skills and knowledge of Hindi and English.

Age limit: The maximum age limit for appointment shall not exceed 35 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:

1. Age-relaxation for SC/ST/OBC/Physically Handicapped/Ex-Serviceman will be as per Government of India Rules.
2. 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.
3. If shortlisted, the candidates will be required to bring their last pay certificate.

The application as per the format given below duly forwarded and signed by the Head of the Office, along with attested copies of all relevant certificates and latest passport size photograph 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 from the date of publication of advertisement.** The envelope should be superscribed with the words “**Application for the position of Assistant (General)**”.

The applicant can send an advance copy of the application.

Incomplete applications 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 “Assistant (General)”

- 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 direct/deputation/ promotion	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 29th June, 2019

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

The abridged version is also tentatively scheduled for publication in EMPLOYMENT NEWS on 29th June, 2019