

S.N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES

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

No. SNB/Advt./22-23/008

8th October, 2022

ADVERTISEMENT

S.N.Bose National Centre for Basic Sciences, an autonomous organization funded by the Department of Science and Technology, Government of India, invites applications from Indian nationals for the post of ‘**Attendant**’ – **1 No. (reserved for Scheduled Caste candidates)** with pay in Level 1 in Pay Matrix (Rs.18,000-56,900) [as per 6th CPC, Pay Band – 1 (Rs.5,200-20,200) + Grade Pay Rs. 1,800/-] on regular basis. Total gross emoluments (as per 7th CPC) at the beginning of the pay in the pay level is Rs. 30,789/-.

Educational Qualifications: Matriculate from a recognized Board.

Experience: Should be able to handle photo copier machine, fax machine, filing, dispatch, other non-clerical work in the section like, carrying of files and other papers within the building, delivering of dak (outside the campus), opening & closing of rooms, cleaning of rooms, dusting of furniture etc.

“The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes, if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from this community possessing the requisite experience are not likely to be available to fill up the vacancy reserved for Scheduled Caste. The appointing authority shall record the reasons for relaxing the qualifications regarding experience in writing while doing so”.

Age limit: 18 – 25 years as on the closing date of receipt of applications (relaxable up to 5 years for Scheduled Caste candidates 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 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 – 700 106 within 21 days of publication of the advertisement.** The envelope should be superscribed with the words “**Application for the post of Attendant (reserved for Scheduled Caste candidates)**”.

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 also be downloaded from the Centre's website: <http://newweb.bose.res.in/InfoAnnouncements/JobOpenings.jsp?type=ADMINISTRATION>.

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 Attendant (reserved for Scheduled Caste candidates)

- 1) Name of the post applied for :
- 2) Name of the applicant :
- 3) Address for Communication
With Telephone No. and e-mail address:
- 4) Permanent Address for Communication
with Telephone No. and email address:
- 5) Date of Birth :
- 6) Present Post :
- 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 belongs to Scheduled Caste Community :
(The certified copy of caste certificate should be enclosed along with application)

15) Write in about two hundred (200) words about your present duties and responsibilities:

16) Any other information:

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

(Signature of Applicant)

Date:

Place:

Candidates already employed should get the application forwarded through proper channel.

Forwarding / Certificate from the Concerned Employer

Certified that particulars furnished by the candidates 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: