

# S.N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES

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

No. SNB/Advt./25-26/003

20<sup>th</sup> June, 2025

## 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 for the **contractual position of Accounts Clerk–2 Positions** to be outsourced by the Centre through Manpower Supply Agency on existing terms and conditions executed by the Centre with the Agency. The positions are temporary in nature and not on the direct pay roll of the Centre.

**Standard/Benchmark for the services sought are as under :**

Sl. No.	Manpower position	Number of manpower	Monthly Emoluments (Rs.)	Age	Eligibility Criteria
1.	Accounts Clerk	02 (two)	Rs.27,000/-	Between 27 - 35 years	<p><b>Essential Qualification :</b> B.Com (Hons.) from recognized University / Institute with minimum 50% marks in aggregate.</p> <p><b>Desirable Qualification :</b> B.Com (Hons.) from recognized University / Institute with at least 60 % marks in aggregate or, M.Com.</p> <p><b>Essential Experience :</b> At least 5 (five) years working experience in Accounts Department of any organisation having sound knowledge in day-to-day accounting, GST, TDS, BRS, Bill Processing, Vendor Reconciliation etc.</p> <p><b>Desirable Experience :</b> Working experience in Accounts Department of any government organisation for 2 (two) years or more.</p>

The application as per the format given below duly signed 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 4<sup>th</sup> July, 2025. (Friday)**. The envelope should be superscribed with the words “**Application for the post of Accounts Clerk**”.

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**

**Abridged version of the advertisement published on 20<sup>th</sup> June, 2025 (Friday) in the following newspapers :**

- 1. Times of India (Kolkata)**
- 2. Annadabazar Partika**
- 3. Bartaman**
- 4. Sanmarg (Hindi)**

# **S.N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES**

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

## **Format of Application for the post of Accounts Clerk**

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	Mode of Appointment	Nature of duties performed

10) Present pay:

11) Date of appointment in the present grade:

12) Name and address of the present employer:

13) Whether SC/ST/OBC :

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

15) 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