

S. N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES

Block JD, Sector III, Salt Lake, Kolkata -700 098

No. SNB/60.4/11-12/40

20 September 2011

ADVERTISEMENT FOR ASSISTANT REGISTRAR (PURCHASE)

S. N. Bose National Centre for Basic Sciences, an autonomous organization for advanced scientific research funded by the Department of Science and Technology, Government of India, invites applications from Indian nationals working in Central/State Government/Union Territories/Public Sector Undertakings/Autonomous/Semi-Government/Statutory Organizations for the position of **Assistant Registrar (Purchase)** for appointment on direct recruitment basis as per details given below:

1. **Assistant Registrar (Purchase) – 1 post** in the Pay Band of Rs. 15,600-39,100 with Grade Pay of Rs. 5400/- (PB-3) amounting to a present gross pay of Rs. 44,536/- per month.
 - a. (i) Holding analogous posts on regular basis; or
(ii) With 5 years regular service in posts in the Pay Band of Rs. 9,300-34,800 with Grade Pay of Rs. 4200 (PB-2) or equivalent; and
 - b. Possessing the following **educational qualifications and experience:**

Essential Educational Qualifications: Graduate in any discipline from recognized University with at least 55% marks or its equivalent grade followed by a Post graduate degree OR a Graduate with Diploma in Material Management/ Public Administration. The candidates must possess knowledge of computer aided administration.

Essential Experience: The candidate should have good communication skill, knowledge of Central Rules related to Purchase matters in an educational or research Institute.

Desirable Experience: Preference will be given to candidates having at least 3 years of experience of independent handling of Purchase and Store related matters following General Financial Rules.

Responsibilities: The Assistant Registrar (Purchase) will independently handle the purchase and store section. He will report to the Registrar of the Centre and will effectively liaison with Finance and Accounts Section. He will be responsible for:

- (a) Timely procurement of consumables, office equipments, research equipments, chemicals, gases, computer and accessories, furniture;

- (b) Prepare L/C applications for import;
- (c) Arrange for periodic physical verifications for submission to audit, certify bills for payment, handling audit observations;
- (d) Scrutiny of indents , calling for quotations, inviting tenders wherever required through enquiries, open advertisements, etc;
- (e) Liaise with custom/appropriate Govt. authorities, bank payment etc.;
- (f) Prepare purchase budget, vendor development, custody of contract agreement and Bank Guarantee;
- (g) Looking after annual maintenance contract with different vendors/manufacturers after expiry of warranty period.
- (h) Maintaining record of assets and store register (consumable/non-consumable goods), maintenance of stock items etc.
- (i) Any other related job assigned to him from time to time by the Registrar

Age limit: The maximum age limit for appointment shall not exceed 40 years of age on the closing date of receipt of applications. Age-relaxation for SC/ST/OBC/Physically Handicapped/Ex-Serviceman will be as per Government of India rules.

General Instructions:

- a) The Centre reserves the right to call suitable candidates in their opinion for interview or relax qualifications.
- b) The candidates should bring their last pay certificates if called for interview.
- c) Age should not exceed the limit as on the closing date of receipt of completed application.
- d) The prescribed essential qualifications/experience indicated is bare minimum and mere possession of the same will not entitle the candidates to be called for interview.
- e) Relaxation of age, educational qualifications and/or experience will be considered in case of exceptionally meritorious candidates, with prior approval of the Competent Authority.
- f) No age limit will be applicable in case of internal candidates (applicants working in the Centre).

Applications from eligible candidates should be duly forwarded through their department alongwith personal data in the prescribed format, attested copies of all relevant certificates and latest passport size photograph, complete CR dossiers upto 2010 and a certificate of integrity and vigilance clearance in respect of the candidate from the vigilance authority of their current place of work. Applications should be sent to the **Registrar, S. N. Bose National Centre for Basic Sciences, Block JD, Sector III, Salt Lake, Kolkata 700098** within 21 days of publication of the advertisement. The envelope should be superscribed with the words “**Application for the post of Assistant Registrar (Purchase)**”, whichever is applicable.

The applicant can send an advance copy of the application pending proper institutional forwarding.

Incomplete applications will not be entertained.

Registrar

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Format for Application for the post of Assistant Registrar (Purchase)

- 1) Name of the post applied for:
- 2) Name of the applicant:
- 3) Postal Address for Communication with Telephone No. and email address:
- 4) Permanent Address for Communication with Telephone No. and email address:
- 5) Father's Name/Husband's Name:
- 6) Date of Birth (as per SSLC/HSLC/SSC):
- 7) Gender: Male/Female
- 8) Nationality:
- 9) Religion:
- 10) Whether SC/ST/OBC/UR/Physically Handicapped/Ex-serviceman):
(Should enclose valid certificate as applicable issued by Competent Authority in the form prescribed by Govt. of India)
- 11) Present post held, pay scale and basic pay:
- 12) Educational/Professional/Technical Qualification:
(Attach attested copies of certificate/ mark sheets etc.)

Self Attested
recent
passport size
photograph
to be affixed.

Sl No.	Examination Passed	Board/ University	Duration of Degree/ Diploma / Training	Year of Passing	Division with percentage of marks	Subject Studied	Speciali sation

- 13) Details of Employment in reverse chronological order *(attach extra sheets , if required):*

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

14) If appointed how much time required for joining the post:

15) Have you ever been convicted by a Court of Law or is there any criminal case pending against you? If yes specify.

16) Any other relevant additional information:

Ido 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:

Note: The abridged version of the advertisement has been published in The Telegraph (all editions) and The Ananda Bazar Patrika (all editions) on 20.9.11(Tuesday) and in The Times of India (Kolkata, Mumbai, Delhi, Chennai, Bangalore, Hyderabad and Poona) on 21.9.11(Wednesday).

Last date of receiving applications: 11.10.2011(Tuesday)

