

S. N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES

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

No. SNB/60.4/11-12/41

20 September 2011

ADVERTISEMENT FOR EVLP PROGRAMME COORDINATOR

The Centre

S. N. Bose National Centre for Basic Sciences (established in 1986) is an autonomous institution for advanced scientific research funded by the Department of Science and Technology, Government of India. The Centre has 15 acre lush green campus. The Centre, with a current strength of more than 30 faculties, 15 post-doctoral research staff and about 140 Ph.D students, has research activities (Theoretical, Computational and Experimental) in certain focused areas of Physical, Chemical and Mathematical and Astrophysical Sciences. In recent years the Centre has made significant investment to upgrade its experimental research facilities and computational facilities (visit the Centre's website at <http://www.bose.res.in>). The Centre runs a residential Post M.Sc. and Post B.Sc. Research Programme. A vital part of the Centre is its "**Extended Visitors' Linkage Programme (EVLP)**" which is essentially the Centre's link with the external world.

EVLP

The EVLP Programme, fashioned after the structure of ICTP at Trieste, deals with all visitors to the Centre, the postdoctoral fellows, the associates and also arranges all the conference, colloquia, ceremonial lectures and outreach programmes. In addition it promotes a network programme by which conferences will be organised at the Centre by outside organisations.

It is envisaged that such a programme will create scientists at-large in India or abroad, which will lead to better academic visibility of the Centre. The programme will also act as an important vehicle for expanding the science base in the country. The guiding principle is to be making this a truly national programme with international component.

The Candidate:

The Centre invites applications from Indian Nationals working in Central/State Government/Union Territories/Public Sector Undertakings/Autonomous/Semi-Government/Statutory Organizations/ large reputed organisations for the position of **EVLP Programme Coordinator** for appointment on contractual basis for a period of 5 years as per details given below:

Educational Requirement :

Post Graduate in any discipline with at least 55% marks or its equivalent grade **OR** a Graduate (preferably in Science) with a Masters' in Business Administration from a reputed organization.

Experience :

- The candidate must possess minimum 10 years job experience in a Central/State Government/Union Territories/ Public Sector Undertakings/Autonomous/Semi-Government/Statutory Organizations/ large reputed organisations of which he/she should have at least 5 years of experience in educational administration **OR** comparable experience in research establishment ;
- The candidate should possess strong communication skill, knowledge of Rules and regulations pertaining to Government of India, knowledge and related to Service matters in an educational or research Institute, knowledge and proficiency in handling computer aided administration (on line handling of applications, registration, programme management etc.)

Responsibilities:

To manage and coordinate the office of the Visitors' Programme of the Centre which will include visits of short term visitors, associates, Distinguished Lecturers, Summer Project students etc., Post Doctoral Research Associates programme of the Centre, handling of Networked Projects and Exchange Programmes, holding of seminar, colloquia, memorial lectures, conferences and workshops, etc.

Age limit: The maximum age limit for appointment shall not exceed 45 years of age as on the date of publication of the advertisement.

Salary: Rs. 52,714 /- consolidated per month current rate of allowances for employees of Government of India.

Contract Period: Initially for a period of 1 year, extendable upto 5 years subject to yearly review of performance.

General Instructions:

- Candidates drawing a gross salary of less than Rs. 30,000/- per month need not apply.
- Consolidated Salary is based on current rate of allowances for employees of Government of India.
- There shall be no upper age limit in respect of personnel already working in the Centre.

- The upper age limit is relaxable for the Scheduled Castes, the Scheduled Tribes, the Ex-service men, Other Backward Classes, Physically Handicapped and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard. The Competent Authority may relax the upper age limit in case of highly experienced candidates in specialized areas that are relevant to the job requirement.
- Candidates should bring their last pay certificates, duly certified, if called for interview.
- The prescribed Essential Qualifications/ Experience indicated are bare minimum and mere possession of the same will not entitle candidates to be called for interview.
- Application incomplete in any respect and not accompanied by relevant certificate/ document/ photograph will be rejected.
- The requirement as regards experience is relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
- Only those who satisfy the above mentioned required qualification and experience criteria should apply.

Applications are invited in plain paper with CV, complete in all respects, duly signed by the candidate attested copies of testimonials as proof of educational and professional qualifications , names and address of at least 2 references 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 700098** (e-mail: registrar@bose.res.in) within 21 days of publication of the advertisement. The envelope should be superscribed with the words “**Application for the position of EVLP Programme Coordinator**”, whichever is applicable. The soft-copy should be followed by a hard copy with attested copies of certificates and credentials.

Incomplete applications will be rejected.

Registrar

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)