

S. N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES
Block JD, Sector III, Salt Lake, Kolkata -700 098

No.SNB/PA to Dir/13-14/029

Date: 6/12/2013

ADVERTISEMENT

S. N. Bose National Centre for Basic Sciences, an autonomous institution funded by the Department of Science and Technology, Government of India, invites applications from persons, working in Central Government, PSUs or Autonomous Bodies, for appointment in the position of '**Personal Assistant to Director**' with pay in the pay band of Rs. 9,300-34,800 with Grade Pay of Rs. 4200 (PB-2), as per VIth Pay Commission on regular basis. Total gross emoluments at the beginning of the pay in the pay band is Rs. 32,740/- per month.

Educational qualifications:

Graduate in any discipline with diploma in Computer Applications

Desirable: Diploma/ Training in Secretarial & Office Management practice preferred.

Eligibility: Holding analogous post or minimum 5 years of similar experience in scientific/educational/academic/research institutes. The candidate should possess very good communication skills and knowledge of Central Rules related to Service matters in a reputed in an Educational or Research institute.

Experience: Should have experience in independently handling office correspondences, scheduling of meetings, fixing up programmes and appointments and travel related issues, knowledge of filing, documentation, drafting letters and proceedings of meetings, office management. The candidate should possess good communication skill (speaking, reading & writing – both in English and Hindi) and interpersonal skills and ability to execute responsibility. He/She should have experience of handling web-based on-line data processing.

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

1. Age should not exceed the limit as on the closing date of receipt of completed application.
2. 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.

The Centre reserves the right to call suitable candidates in their opinion for interview or relax qualifications

3. The candidates should bring their last pay certificates if called for interview
4. Age limit will not be applicable in case of candidates working in the Centre in regular position or on contract.
5. The Centre may shortlist candidates based on submitted applications for calling in the interview.

The applications as per the format given below duly signed by the Head of the Office, and sent 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 700098 within 21 days of publication of the advertisement. The envelope should be superscribed with the words “**Application for the post of Personal Assistant to Director**”.

The applicant can send an advance copy of the application.

Incomplete applications will not be entertained.

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>.

Registrar

S. N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES

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

Format for Application for the post of “Personal Assistant to Director”

- 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:

S. No.	Name of Department/ Organisation	Name of post held and scale of pay	Duration		Whether direct/ deputation/promotion	Nature of duties performed
			From	To		

- 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:

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:

Abridged Version of the above Advt. published on 6th December, 2013 (Friday) in the following newspapers :

- 1. TIMES OF INDIA : Kolkata, Mumbai, Delhi, Chennai, Bangalore, Hyderabad and Pune editions.**
- 2. THE TELEGRAPH : Kolkata**
- 3. SANMARG : Kolkata**

Last Date of Receipt of Application : 26th December, 2013 (Thursday).