



BOSE INSTITUTE
P-1/12, C.I.T. Scheme VII-M
KOLKATA – 700 054

Advt. No. BI/NON-ACA/ 29/2017-18 dt. 11/11/2017

Bose Institute, Kolkata is a Central Autonomous Institute founded by Acharya Jagadish Chandra Bose in 1917, is one of the premier Scientific Research Institute in India and is fully funded by the Government of India, Department of Science & Technology, Ministry of Science & Technology, New Delhi.

Director (Officiating) Bose Institute, Kolkata invites applications from bonafide Indian Citizens for filling up the following post. The post carries DA & other allowances as admissible to a Central Government employee posted in Kolkata other than Pay in Pay Band and Grade Pay, PF and other recruitment benefits will be regulated as per Central Govt. Rules. New Pension Scheme shall be applicable for candidates those who joined the Government service after 01.01.2004.

Audit & Finance Officer (Group 'A') :: **One (01) Post – UR.**

Pay Band + Grade Pay :: **PB – 3: Rs. 15600 – 39100/- + GP Rs. 5400/-.**

Age limit :: **Below 40 years (as on the last date of receipt of application).**

Educational and other Qualifications :: **Essential:**

- Graduate of a recognized University, about 08 years experiences in audit work in a reputable organization in supervisory capacity in Accounts Section / Audit Branch.

:: **Desirable:**

- Knowledge of Govt. Rules & Regulations, Experience of work in research/scientific organization. Diploma/ Certificate/Membership in Cost/Chartered Accounts.

Probation Period :: **One (01) year**

INSTRUCTIONS TO CANDIDATES:

1. Up-to-date curriculum vitae of the applicant should be submitted as an attachment (as **pdf file** only) with the **online application** form so as to reach by **04/12/2017** till 15.00 hrs. (IST).
2. Only applications received online will be processed. Candidate should send the hard copy of the online application (with applicant's code which will be generated only after submitting the application) along with self attested copies of all certificates and testimonials so as to reach by **19/12/2017** till 15.00 hrs.(IST) to the office of the Registrar, Bose Institute, P-1/12 C.I.T Scheme VII- M, Kolkata - 700054. Applicants working under Govt./Semi Govt./Autonomous Organization/PSU should send the hard copy through proper channel.

3. The System will not accept any application after 15.00 hrs. (IST) on **04/12/2017**.
4. Copies of Certificates / Testimonials need not be attached at this stage with the online application.
5. Eligibility criteria including the upper age limit will be reckoned on the last date of submission of application, i.e., on **04/12/2017**.
6. The prescribed age of superannuation is 60 years for the employees of Bose Institute.
7. Only Indian Nationals are eligible to apply.
8. The short-listed candidates will be intimated for further process at their respective email IDs. The list will also be available on Bose Institute website.
9. Before applying, the applicants should ensure that they possess at least the essential qualifications laid down for the post and other conditions stipulated in the advertisement. If a candidate is found not to be eligible, his candidature will be cancelled at any stage of the recruitment. (It may be noted that even if a candidate qualifies in the interview and subsequently it is found that s/he does not fulfill the eligibility criteria, his/her candidature will be cancelled).
10. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle a candidate to be called for interview. In the event of number of application being large, the institute will resort to short listing criteria to restrict the number of candidates to be called for further process to a reasonable limit by written test and / or any other criteria.
11. No correspondence will be entertained from the candidates regarding postal delays, short-listing, reason for not being called for interview, selection or appointment.
12. The interested and eligible candidates may keep a watch on Institute's website for any amendment.
13. Candidates working in Government/Semi Government/PSU/Autonomous Bodies etc. shall also produce No Objection Certificate at the time of interview, if called for.
14. New pension scheme in accordance with the OM No. 1(13)EV/2001, Govt. of India, Ministry of Finance, Dept. of Expenditure, dated 13.11.2003, will be applicable with subsequent amendments made or will be made from time to time.
15. No interim queries will be entertained except technical queries regarding online application. For any such queries, contact the [Webmaster \(webmaster@jcbose.ac.in\)](mailto:webmaster@jcbose.ac.in)
16. Canvassing or bringing influence in any form will disqualify the candidature.
17. The Institute Authority reserves the right to reject any/all applications without assigning any reason whatsoever.
18. In case of any disputes / suits or legal proceedings against the Institute, the Jurisdiction shall be restricted to the Courts of Kolkata.
19. The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his/her service shall be terminated.
20. Relaxation of age will be given as per Government of India Rules.
21. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
22. For each application, one unique Application Number will be generated. Therefore, candidates are advised to apply once. They are also advised not to press the back / refresh buttons during online applications.

23. Application incomplete in any respect and not accompanied by relevant certificates/documents/photograph will be summarily rejected.

Online Application for : **Audit & Finance Officer**

**In-charge
Registrar's Office**