



BOSE INSTITUTE
P-1/12 C.I.T. Scheme, VII M
KOLKATA – 54

ADVT NO. : BI/NON-ACA/ 05/2018-19

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

Bose Institute, Kolkata invites applications from bonafide Indian Citizens for the following posts. The posts carry DA & other allowances as admissible to a Central Govt. employee posted in Kolkata, other than Pay Band and Grade Pay mentioned against the posts. PF and other requirement benefits will be regulated as per Central Government Rules. New Pension Scheme shall be applicable for fresh candidates as well as those who joined the Government service on or after 01-01-2004.

1. **Upper Division Clerk** : Four (4) posts : UR-1, SC-1, OBC -2

Pay Band + Grade Pay : PB-1, Rs. 5200- 20200/- + GP Rs. 2800/- (likely to be revised in terms of 7th CPC recommendation as approved by GOI)

Age : Preferably below 27 years (Relaxation as per Government of India Rules)

Essential Qualification :
 - i) Degree of a recognized University or equivalent
 - ii) Good knowledge in English and Computer Applications for office work.
 - iii) At least 03 (three) years working experience in Government/Semi Government or reputed organization.
Desirable Qualification :
 - i) Experience in noting, drafting for office work
 - ii) Knowledge of Office Procedure, Rules & Regulations of Central Government

2. **Accountant** : Two (2) Posts: UR-2

Pay Band + Grade Pay : PB-2, Rs. 9,300 – 34,800/- + GP Rs. 4600/- (likely to be revised in terms of 7th CPC recommendation as approved by GOI)

Age : Below 35 years (Relaxation as per Government of India Rules)

Essential Qualification : i) Graduate of a recognized University or equivalent
ii) Knowledge of Accounts/Budget, Income tax, pension etc.
(iii) Experience of cash and 07 years experience in Govt. Offices or reputed organization.

Desirable Qualification: Diploma/Certificate in Accounts. Experience of work in research/Scientific Organization.

3. Office Superintendent : One (01) post : SC-1

Pay Band + Grade Pay : PB-2, Rs. 9,300 – 34,800/- + GP Rs. 4600/- (likely to be revised in terms of 7th CPC recommendation as approved by GOI)

Age : Below 35 years (Relaxation as per Government of India Rules)

Essential Qualification : i) Degree of a recognized University or equivalent
ii) 07 years experience in Govt. Offices or reputable organization in establishment and also of accounts/budget work.

Desirable Qualification : Knowledge of Fundamental & Supplementary Rules and other Rules of Civil Administration. Experience in preparing administrative reports.

INSTRUCTION OF 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 14:00 hrs. IST on **31/05/2018**.
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 to the Office of the Registrar, Bose Institute, P-1/12, CIT Scheme VII-M, Kolkata – 700 054, so as to reach **by 07/06/2018** till 15:00 hrs.(IST).
3. The System will not accept any application after 14:00 hrs. IST on 31/05/2018.
4. Copies of Certificates/Testimonials need not to 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 31/05/2018.
6. The Institute reserves the right to hold written test followed by interview or only interview, the procedure of which will be intimated later on.
7. 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

applications being large, the Institute will resort to short listing criteria to restrict the number of candidates to be called for interview to a reasonable limit by written test and/or any other criteria.

8. Only Indian Nationals are eligible to apply
9. All short-listed candidates will be intimated the date of written test and interview at their respective email IDs. The list will also be available in the website of the Institute. No individual letter to the candidates will be sent.
10. 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 eligible, his candidature will be cancelled at any stage of the recruitment. It may be noted that even if a candidate qualifies in the test/interview and subsequently it is found that he/she does not fulfill the eligibility criteria, his/her candidature will be cancelled.
11. The interested and eligible candidates may keep a watch on this site for any amendment.
12. Candidates working in Government/Semi Government/ PSU/Autonomous Bodies etc. Shall also produce **No Objection Certificate at the time of interview** , if called for.
13. No interim queries will be entertained except technical queries regarding online application. For any such queries, contact the Webmaster (webmaster@jcbose.ac.in)
14. Canvassing or bringing influence in any form will disqualify the candidature.
15. The Institute Authority reserves the right to reject any/all applications without assigning any reason whatsoever.
16. Relaxation of age will be given as per Government of India Rules .
17. Envelope should be **superscribed** as “ Application for the post of

Online Application for :

[Accountant](#)

[Upper Division Clerk](#)

[Office Superintendent](#)

Sr. Prof. & In-Charge
Registrar's Office