



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

ADVT NO. : BI/NON-ACA/ 22/2019-20 Dated 29.02.2020

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 in the relevant Pay Level (matrix as per 7th CPC) 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. **Assistant Registrar** : One (1) post : UR

Pay scale : Level 10 in the pay matrix of 7th Central Pay Commission

Age : Below 40 years (Relaxation as per Government of India Rules)

Essential Qualification : Degree of a recognized University, about 8 years administrative experience in the responsible supervisory capacity with adequate experience in establishment and accounts.

Desirable Qualification : Knowledge of Govt. Rules and Regulations, experience of work in research scientific organization, knowledge of accounting procedures, management techniques and work study methods.

2. **Office Superintendent** : One (01) post : UR

Pay scale : Level 7 in the pay matrix of 7th Central Pay Commission

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

Essential Qualification : Degree of a recognized University, seven years experience in Govt. Offices or reputed 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.

3. **Senior Assistant** : One (01) post: OBC
- Pay scale : Level 6 in the pay matrix of 7th Central Pay Commission
- Age : Below 32 years (Relaxation as per Government of India Rules)
- Essential Qualification : i) Degree of a recognized University,
ii) Five (5) years experience in office/accounts work,
iii) Experience of noting, drafting and knowledge of typing.
- Desirable Qualification : Experience in establishment/budget & accounts work, preparation of bills, reports. Handling press matters. Knowledge of procedures, rules and regulations in civil administration/accounts.

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 15:00 hrs. IST on **30/03/2020**.
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 30/03/2020** till 15:00 hrs.(IST).
3. The System will not accept any application after 14:00 hrs. IST on **30/03/2020**.
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 **30/03/2020**.
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@jbose.ac.in).
14. **Reservation rules as notified by DoPT, Govt. of India for reservation to SC/ST/OBC from time to time shall be applicable.**
15. **Caste certificate shall be furnished by the respective candidate to claim reservation in OBC category as per DoPT guidelines (*format given in Bose Institute website*).**
16. **Any candidate claiming to belong to the OBC shall furnish a certificate in the prescribed form signed by any of the specified authorities. No other certificate will be accepted. The caste certificate issuing authority should also certify that the candidate does not belong to any of the Creamy Layers (*format given in Bose Institute website*).**
17. **All disputes shall come under the Kolkata jurisdiction.**
18. Canvassing or bringing influence in any form will disqualify the candidature.
19. The Institute Authority reserves the right to reject any/all applications without assigning any reason whatsoever.
20. Relaxation of age will be given as per Government of India Rules.
21. Envelope should be **superscribed** as “ Application for the post of

Online Application for:

[Assistant Registrar](#)
[Office Superintendent](#)
[Senior Assistant](#)

Registrar (Officiating)