

बसु बिज्ञान मन्दिर  
**BOSE INSTITUTE**

(भारत सरकार के विज्ञान और प्रौद्योगिकी  
मंत्रालय द्वारा वित्तपोषित सोसाइटी)  
(A Society for Scientific Research financed by  
the Ministry of Science & Technology, Govt. of India)

**ADVT. No. S/FAIR/03/2021-22 Dated 03/11/2021**

Bose Institute, Kolkata, invites application from Indian Citizens for the following temporary positions to work in FAIR Project at **Bose Institute**. This project has been formed to implement the project entitled “**India’s participation in the construction of Facility for Antiproton and Ion Research (FAIR) at Darmstadt, Germany**”.

India is a founder-member country to participate in the construction of the Facility for Antiproton and Ion Research(FAIR) at Darmstadt, Germany. The FAIR project is being managed by the FAIR Company(FAIR GmbH). Bose Institute, Kolkata, an autonomous R&D institute under the Department of Science and Technology, Govt. Of India, has been designated as the Indian shareholder in the FAIR Company and the nodal Indian Institution for the management of FAIR programme from India.

The positions are purely temporary on contractual basis. Initially the appointment will be given for one year, which is extendable based on review of performance every year and availability of funding in the project. The project is tenable upto 31.03.2026 and all the positions, if renewed, are co-terminus with the project.

**1. Administrative/ Accounts Officer, One(01) post:**

**Job Description** : Responsible for supervising and execution of all administrative and accounts related matters of the project at BI. The job involves (a) completion of purchase and account related matters for execution of the project (b) dealing with matters related to communication with Indian institutes involved in the project (c) Dealing with matters related to industry involvement, human resource development and fulfilment of requirement to execute the project (d) communication with the funding agencies in matters related to administrative and accounts of the project (e) keeping track of communications and accounting with FAIR-Germany and Indian involvement in various FAIR bodies (f) Finalisation of Minutes of various meetings

**Essential Qualification** : Bachelor’s Degree with 10 years experience in supervising capacity in Administration / Accounting work in Govt. Office or Public Sector Undertaking or Autonomous Body (preferably Research Institute) or Statutory Body.

**Desirable Qualification** : Knowledge of Govt Rules & Regulations, knowledge of work study method, accounting procedures and modern management techniques.

Excellent ability in communication/presentation and writing in English, Basic computer knowledge. Good understanding of “General Financial Rules(GFR)” of Govt. of India.

**Remuneration** : Rs. 60,000/- per month (Consolidated)

**Upper Age limit** : 62 Years.

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**2. Accounts Assistant, One(01) post:**

**Job Description** : All accounting works related to the project including record keeping, accounting, audit handling etc.

**Essential Qualification:** Bachelor's Degree (B.Com) with 7 years experience in Accounting /Finance.

**Desirable Qualification:** Basic computer knowledge including Microsoft office.

**Remuneration** : Rs 40,000/- per month (Consolidated)

**Upper Age limit** : 40 Years.

**3. Office Assistant, One(01) post:**

**Job Description** : Responsible for handling general administrative matters, drafting of office correspondence, minutes etc., arranging meetings, record keeping, all purchase related work for the project including preparation of tender document, preparation of comparative statement etc.

**Essential Qualification:** Bachelor's Degree with 5 years experience in Administrative job including Purchase related works

**Desirable Qualification:** Basic computer knowledge including Microsoft Office.

**Remuneration** : Rs 30,000/- per month (Consolidated)

**Upper Age limit** : 40 Years.

**\*Relaxation of age in case of SC/ST/OBC candidates will be as per Govt. Rules.**

Interested and eligible candidates may apply on plain paper quoting Advertisement No. and position on the sealed envelop as well as on application with complete Bio-data giving e-mail ID/Phone No. and details of qualification i.e. examination passed, year, division, percentage of marks from Secondary onwards with self attested copies of Certificates, Mark-sheets etc. to the "**Registrar(Officiating), Bose Institute, Block-EN, Plot No.-80, Sector-V, Salt Lake City, Kolkata-700091**" on or before November 18, 2021. Candidates should also bring original mark-sheets, certificates etc. at the time of Interview. No TA/DA is admissible for appearing at the interview.

**Instruction to Candidates**

1. The applications will be screened and a list of shortlisted candidates called for interview will be put up on the Institute Website.
2. If a candidate is not found eligible, his/her candidature will be cancelled at any stage. It may also be noted that even if a candidate qualifies and subsequently it is found that he/she does not fulfil the eligibility criteria, his/her candidature will be cancelled.

3. 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.
4. The interested and eligible candidates may keep watch at this site for any amendment / information
5. All short-listed candidates will be intimated the date of written test / interview in the website of the Institute and they are advised to follow the website regularly. No individual letter to the candidates will be sent.
6. Canvassing or bringing influence in any form will disqualify the candidature.
7. The Institute Authority reserves the rights to reject any or all applications without assigning any reason whatsoever.

**REGISTRAR(OFFICIATING)**