

In exercise of the powers conferred by the Memorandum of Association and Regulations and By-laws of Bose Institute, the Council of Bose Institute approved the recruitment rules for the following posts:

Cadre	Post
Library	Librarian
Administrative and Accounts	Registrar

These recruitment rules will come into effect from 23-10-2025.

[Adopted for implementation vide decision under Agenda Item No. 4 of the Minutes of the 210th Meeting of the Council of Bose Institute held on 29-07-2025]

LIBRARIAN

Sl. No.		Recruitment Rules
01	1. Name of post	LIBRARIAN
	2. No. of post	1 (One)
	3. Classification	Library
	4. Scale of Pay	Pay Band-3 (Rs. 15600 – 39,100/-) Grade Pay Rs 8700 Pay Level 13 as per 7 th CPC
	5. Whether Selection or Non-Selection Post	N.A.
	6. Method of recruitment whether by direct recruitment or by promotion	By Direct Recruitment/ Deputation (Deputation and Direct Recruitment through interview)
	7. Age limit for direct recruitment	Not exceeding 45 years
	8. Educational and other qualifications required for direct recruitments only	Educational qualification & experience: (i) Graduate in Science/Library Science (ii) Postgraduate qualification in Library Science / Library and Information Science of a recognized University / Institute with at least 55% marks in both graduation and post-graduation. The qualification should have been achieved as a regular course (iii) Five years' professional experience at Level 12 as per 7 th CPC or analogous post in a library under Central / State Government / Autonomous or Statutory organization / PSU / University or recognized research or educational institution. Desirable: Proficiency in computer applications and language, information technology and system analysis, communications, ability to develop secure business and communication practices. Experience in computer mediated Library and Information Science management, data storage / retrieval / Indexing / Cataloguing / Search Bibliography/ Informatics.
	For Deputation	Same as Direct recruitment.
	9. Period of Probation	1 (One) year
	10. Whether age and educational	N.A.

	qualifications prescribed for the direct recruitments will apply in the case of promotees	
	11. In case of recruitment by promotion grades from which promotion to be made	N.A.
	12. Composition of Selection Committee	(i) Director – Chair (ii) Dean(s)/Chairperson(s) nominated by the Director – Member(s) (iii) Two nominees of the Council of Bose Institute – Members
	13. Job Description	(i) The incumbent will be overall in-charge for maintenance, management and supervision of the Library of Bose Institute including digitization of various library works, purchasing and procurement of books, periodicals, journals etc., supplying information to users whenever required, organizing reprographic and exchange facilities with other libraries. (ii) The officer will convene library committee meetings and will liaison with other libraries. (iii) The officer will also look after physical verification of books/periodicals matters pertaining to scrutiny/passing of bills towards purchase of books and periodicals, overall supervision of works by the library staff, issue of library attendance certificate to research scholars etc. (iv) The incumbent will develop and manage electronic resources using, for example, online databases and content management systems, write and edit reports, publications and intranet content, promote the information service to ensure staff and clients are aware of all relevant knowledge and information resources. (v) Any other organizational work as entrusted upon from time to time.

REGISTRAR

Sl. No.		Recruitment Rules
01	1. Name of post	REGISTRAR
	2. No. of post	1 (One)
	3. Classification	Administrative and Accounts
	4. Scale of Pay	Pay Level 12 as per 7th CPC
	5. Mode of recruitment	Direct Recruitment OR Deputation, including short-term contract (All candidates are to specify under which mode of recruitment the person desires to be considered.)
	6. Age limit	Not exceeding 50 years (Direct Recruitment) Not exceeding 56 years (Deputation, including short-term contract) Tenure/period of contract for Deputation / Short-term Contract is up to 5 years (extendable by 2 years) or till the age of superannuation as per extant Govt. of India instructions (60 years at present), whichever is earlier.
	7. Qualifications and Experience for direct recruitment	Essential (a) Master's Degree in any discipline with at least 55% of the marks or an equivalent grade in a point scale from a recognized University/Institute OR Bachelor's Degree in Engineering/Technology/Medicine with CGPA 6 or above in the scale of 10 or equivalent from a recognized University/Institute. (b) Thorough knowledge of Central Government rules and regulations in matters related to personnel and establishment, accounts and procurement, RTI, legal, workshop, security, vigilance, extramural research, and other functions normally associated with a Higher Educational/R&D organization. Experience 10 years of administrative experience in Pay Level 10 OR 5 years of administrative experience in Pay Level 11 OR serving in an analogous post as per 7th CPC, on regular and full-time basis in a scientific department /Higher Educational Institution/Research Institution/Autonomous Body/University/PSU under Central/State Government. Desirable Experience in e-governance and e-procurement; experience in working as secretary in committees, governing council/body meetings, drafting of resolutions and agenda items and implementing the same.
	For deputation	Same as Direct Recruitment
	8. Period of Probation	1 (One) Year for direct recruitment/NA if recruited on Deputation or short-term contract

	9. Composition of Selection Committee for Direct Recruitment /Deputation	(i) Director – Chair (ii) Dean(s)/Chairperson(s) nominated by the Director – Member (iii) Two nominees of the Council of Bose Institute – Member (iv) One nominee of DST (not below Pay level 13) – Member
	10. Job description:	(i) Act as the Chief Administrative Officer with overall charge of administration (establishment, accounts, purchase, EMR, store, civil & electrical, etc.)and responsibility for its smooth and efficient running. (ii) Act as non-member secretary of the Council of Bose Institute, secretary of the Finance Committee, and secretary of Selection Committees and such other Committees as may be provided by the regulations, by-laws or otherwise. Responsibilities include preparing agenda items, issuing notices of the meetings, drafting the corresponding minutes and implementing the same. (iii) Monitor legal matters, RTI matters, vigilance matters, and disciplinary cases. (iv) Remain in charge of the office and day-to-day administration, and all such administrative and technical staff of the Institute, the supervision of whose work is delegated by the Competent Authority, and to exercise such disciplinary control as may be necessary for the purpose. (v) Will be responsible for the maintenance and upkeep of the Institute buildings and equipment, furniture and fittings and to be in-charge of the lands allotted to the Institute. (vi) Will be responsible for submitting the draft budget to the Finance Committee for consideration and to the Council for sanction. (vii) Sign cheques as provided for in the regulations and by-laws. (viii) Sign contracts entered into by or on behalf of the Institute, as provided for in the regulations and by-laws. (ix) Serve as the chief liaison officer with the Department of Science and Technology (DST), other DST units/PSUs/aided Institutions/other Central Government/State Government Institutions etc. (x) Maintain public relations as well as to interact with the scholars, scientists, scientific assistants, etc. (xi) Act under the general control and orders of the Director, to assist the Director in discharge of his/her work, to perform such other duties mentioned in the regulations and by-laws and/or those entrusted by the Director or delegated to by the Council, consistent with the regulations and bylaws, and any other duties assigned.