

**बसु बिज्ञान मन्दिर**  
**BOSE INSTITUTE**  
(भारत सरकार के विज्ञान और प्रौद्योगिकी  
मंत्रालय द्वारा वित्तपोषित सोसाइटी)  
(A Society for Scientific Research financed by  
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**ADVT. No. BI/FEF/49 /2013-14**

Online Applications are invited (followed by submission of hard copy) from Indian Citizens for one post of **Office Assistant cum Accountant** to work in the Institutional programme of Bose Institute on Scheduled Tribe-specific Rural Biotechnology Programme. The Head Quarters for this project will be Falta Experimental Farm of Bose Institute, P.O. & P.S- Falta, Dist- South 24 Parganas and the implementation area would be some tribal areas of Purulia, Bankura, Paschim Medinipur, Burdwan, Birbhum and South 24-Parganas. The implementation area may be extended in other districts also. The post is purely temporary on contractual basis. Initially the appointment will be given for 1 year and extendable up to 5 years based on review of performance in every year.

**Office Assistant cum Accountant: One (01) Post**

Essential Qualification	: B.Com.
Desirable Qualification	: Working experience in Rural Development Work.
Consolidated Remuneration	: Rs. 12,000/- p.m.
Age	: 35 years for general candidate (SC/ST/OBC candidate will get relaxation as per Government of India Rules, age also may be relaxed for exceptionally good candidate)

The incumbent should stay within a maximum of 45 minutes commuting distance from Falta or willing to stay at Falta.

The candidate will have to travel between Falta Experimental Farm and Centenary Building of Bose Institute with official documents, bills etc. The candidate will have to maintain official documents and accounts matter of the programme. The candidate may have to visit the tribal villages time to time for need of the project.

Apply online as per guideline provided below. After online submission get the submission number and apply on plain paper along with recent passport size photograph as per following format

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### **Application Procedures and Instruction to Candidates**

1. Only [online application](#) will be processed (**17:00 hrs IST up to 24.03.2014**). Candidate should compulsorily send the hard copy of the online application with applicant's code which will be generated only after submitting the application) along with attested copies of certificates and testimonials and a recent colour passport size photograph to **The Registrar, Bose Institute, P-1/12, C.I.T. Scheme VII-M, Kankurgachi, Kolkata – 700 054** on or before **27.03. 2014**.
2. The system will not accept any application after **24.03.2014 (17:00 hrs IST)**.
3. Copies of certificates/testimonial etc. and photograph need not to be attached at the stage of submitting online application that is to be sent with hard copy only.
4. Eligibility criteria including the upper age limit will be reckoned on the last date of submission of application i.e. on **24.03.2014**.
5. The short-listed candidates' name will be displayed in the Institute website only on **04.04.2014**. No separate correspondence will be made in this regard.
6. The interview of short-listed candidates will be held on **09.04.2014** from 11.00 a.m. at Bose Institute, Centenary Building, P-1/12, C.I.T. Scheme VII M, Kankurgachhi (near Manicktala ESI Hospital), Kolkata 700 054.
7. Before applying, the applicant should ensure that they possess at least the essential qualifications and other conditions stipulated in the advertisement. If a candidate is not found eligible, his candidature will be cancelled at any stage of recruitment. It may also 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.
8. 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 at 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.
9. The interested and eligible candidates may keep watch at this site for any amendment.
10. No interim queries will be entertained except technical queries regarding online application. For any such queries contact: Webmaster – [webmaster@boseinst.ernet.in](mailto:webmaster@boseinst.ernet.in)
11. Canvassing or bringing influence in any form will disqualify the candidature.
12. The Institute Authority reserves the rights to reject any or all applications without assigning any reason whatsoever.

**REGISTRAR**