

ADVT. NO. : BI/NON-ACA/21/09

The Director, Bose Institute, Kolkata, invites applications on plain paper from Indian Citizens for one post of Assistant Registrar and one post of Overseer-cum-caretaker in the Pay Band with Grade Pay mentioned against each plus DA & other allowances as admissible to Central Govt. employees posted in Kolkata. However, the PF and other retirement benefits will be as per new Pension Scheme as admissible to Central Govt. employees recruited on or after 01-01-04. For post at Sl. No. 3, the same will be purely on contractual basis on a consolidated rate per month.

1. **Asstt. Registrar** :: Pay Band-3: 15600-39100/- with Grade Pay 5400/-
Age :: Below 40 years
Essential Qualification :: i) Graduate of a recognized University.
ii) 8 years administrative experience in a responsible supervisory capacity with adequate experience in establishment and accounts.
Desirable Qualification :: Knowledge of Govt. Rules and regulations, experience of work in a research/scientific organization, knowledge of accounting procedures, management techniques work study methods and knowledge of Computer application in office work
2. **Overseer-cum-caretaker**:: Pay Band-2: 9300-34800/- with Grade Pay 4600/-
Age :: Below 35 years
Essential Qualification :: i) Passed SF/HS or equivalent.
ii) L.C.E. or equivalent from an Institute recognized by the Council of Technical Education. 7 years experience of work in building construction/maintenance.
Desirable Qualification :: i) Certificate in Sanitary Inspectorship or Public Health Engineering and experience in gardening horticultural work and knowledge of Computer application of the relevant work.
3. Accountant :: 2 posts (contractual appointment initially for 1 year renewable after (on contract basis) review of performance subject to a maximum of 05 years).
Emoluments will be negotiable subject to maximum Rs.26,000/- p.m.
Age :: Below 35 years
Essential Qualification :: Honours Graduate in commerce of a recognized University, having thorough knowledge for preparing the final Accounts of Educational/ Research Organizations and knowledge of Computer applications for preparing of Final A/cs.etc.
Desirable Qualification:: Knowledge of Govt. Rules and Regulations. Experience of work in a Research/Scientific organization.

Applications giving full bio-data of the candidates with a passport size photograph affixed on the right hand top corner of the application containing the following particulars along with copies of certificates and testimonials should be submitted to the office of the Registrar at the above address latest by 25-11-2009. (1) Name of the post applied for (2) Name of candidate in block letters (3) Father's Name (4) Date of birth (5) Present and Permanent address (6) SC/ST Caste Certificate to be produced (7) Details of Academic qualification with the year of passing and percentage of marks obtained from H.S. onwards (8) Details of previous employment giving name of the employer, post held, period of service, salary etc. Super scribing the "Application for the post of Asstt. Registrar/Overseer-cum-Caretaker/Accountant" as applicable on the top of the envelop.

Those who are already in employment in any Government/Semi Govt./Public Sector/ Undertaking organizations should apply through proper channel.

The Institute Authority reserves the right to reject any/all applications without assigning any reason what-so-ever.

(T. K. Ghorui)
Registrar