

S. N. Bose National Centre for Basic Sciences
Block JD, Sector III, Salt Lake, Kolkata – 700106
URL: <http://newweb.bose.res.in>

ADVERTISEMENT

Appointment under Technical Research Centre (TRC) Project

The S.N. Bose National Centre for Basic Sciences, an autonomous organization under the Department of Science and Technology, Government of India, invites application from Indian nationals for the position of **Project Officer (1 position) in the TRC Project on contract basis:**

Essential

Qualification: Graduate in any discipline from recognized College/ Institution/ University with diploma in Computer Applications.

Masters in any discipline or MBA / Diploma / Training in Secretarial & Office Management will be preferred.

Experience: Minimum 5 (five) years of similar experience in Scientific / Educational/ Academic / Research Institute. Should have experience in office management and secretarial assistance, drafting letters and independently handling correspondences, proceedings of meetings, fixing up programmes, proficient in filing, drafting of notes and orders, providing assistance in general office management etc.

Should possess good communication (speaking, reading & writing –both in English and Hindi) and interpersonal skills and ability to execute independent responsibility. Experience of handling web-based on-line data processing.

Age Limit: Not more than 35 years on the date of advertisement.

Consolidated Salary: Rs.45,900/-(approximately) per month including of all allowances.

Relaxation of Age and Qualifications: For candidates with exceptional academic record and/or experience relevant to the advertisement, relaxation may be given by the Selection Committee with the permission of the Competent Authority.

For SC, ST and OBC candidates, the relaxations as per GOI rules will apply.

Period of contract will be initially for 1 (one) year. The appointment can be renewed yearly on the basis of performance.

Interested persons may apply to the **Registrar, S.N. Bose National Centre for Basic Sciences, Block JD, Sector III, Salt Lake, Kolkata 700106** with comprehensive resume complete in all respects mentioning the salary presently drawn along with photocopy of the following documents a) proof of age, b) educational, professional qualifications & experience, c) present salary certificate duly forwarded by the head of the Organization so as to reach within 21 days from the date of publication of the advertisement. The envelope should be superscribed with the words “Post applied for **Project Officer in TRC Project**”. Incomplete applications will be rejected.