

S. N. Bose National Centre for Basic Sciences

Block JD, Sector III, Salt Lake, Kolkata 700 098

Website : www.bose.res.in

Advt. No. SNB/60.4/13-14/

Date: May 22, 2013

S. N. Bose National Centre for Basic Sciences, an autonomous centre for advanced scientific research aided by the Department of Science and Technology, Government of India invites application from Indian nationals for the post of **REGISTRAR** in the scale of pay of Rs. 15,600-39,100(PB:3) with Grade Pay of Rs. 7600 (as per present VIth Pay Commission) with the following criteria:

Essential Educational and other Qualifications:

- 1.A Post-Graduate Degree/diploma preferably in management/public administration from a recognised University/Institution with at least 55% marks or equivalent grade;
- 2.Conversant in use of computers for office automation;

Essential Experience:

- 1.10 years experience in the management of office, administration, preparation of agenda and minutes at Board level, finance and accounts, establishment etc. in a senior position in a research institution/University/Government or Autonomous organisations of which at least 4 years of experience in the scale of pay of Rs. 15,600-39,100 (PB-3) with Grade Pay : Rs. 6600 [As per VIth Pay Commission] or equivalent scale;
- 2.Conversant in Central Government Rules and Bye-Laws of Autonomous Organisations;
- 3.Conversant in easy communication and document handling in English and Hindi

Responsibilities:

This is the seniormost administrative position at the Centre and the incumbent will report to the Director. The incumbent will assist the Director in the implementation of the policies of the Centre and execute responsibility assigned to him by the Director from time to time. The incumbent will lead a team of Deputy Registrars and other officers of the same rank. The incumbent shall hold overall administrative charge of General administration and establishment, Accounts, Purchase & Stores and Academic Programme. The incumbent will be the ex-officio Secretary of the Governing Body, Finance Committee, Building Committee and other

such committees as may be constituted from time to time. The incumbent will represent the Centre in all contracts and legal processes. The incumbent will be the Drawing and Disbursement Officer of the Centre.

Age:

Below 45 years on the date of publication of the advertisement.

Age may be relaxed for SC/ST/OBC/ex-Servicemen as per Government of India norms. The age limit does not apply for applicants who are working in the Centre in regular position or on contract.

General Instructions:

A.The Centre reserves the right to call suitable candidates in their opinion for interview or relax qualifications or other requirements.

B.The post carries pay and allowances as admissible to Central Government employees. Total salary at the minimum of the grade will be approximately Rs. 67710 per month.

Interested persons may apply on plain paper **with comprehensive resume** to the Acting Registrar (e-mail: registrar_applications@bose.res.in), **S. N. Bose National Centre for Basic Sciences, Block JD, Sector III, Salt Lake, Kolkata 700098. The soft copy should be followed by a hard copy** complete in all respects mentioning monthly salary presently drawn alongwith photocopies of the following documents: (a) Proof of Age; (b) Educational, Professional qualifications and Experience being claimed; (c) Present salary certificate, so as to reach within 21 days from the date of publication of the advertisement. The subject line/envelope should be superscribed with the words **“Application for the position of Registrar”**.

Incomplete applications will be rejected.

Acting Registrar