

## **S. N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES**

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

website: [www.bose.res.in](http://www.bose.res.in)

**No.SNB/60.4/11-12/43**

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### **ADVERTISEMENT**

The S.N. Bose National Centre for Basic Sciences, an autonomous research institute under the Department of Science and Technology, Government of India, invites application from Indian Nationals for the following contractual positions:

#### **1. Personal Secretary to Registrar - 1 position**

*Qualification:* Graduate in any discipline with Diploma in Computer Applications

*Desirable:* Persons should be able to speak and write fluently in English and Hindi and should be proficient in handling office communication.

*Experience:* Minimum 5 years in office management including MIS, handling of routine correspondences appointments etc. in reputed organizations. Candidates rendering secretarial assistance to head of organization(s) will be given preference.

*Nature of Job:* Office management and secretarial assistance to Registrar's Office, ability to independently handle correspondences, fixing up programmes and appointments related to Registrar's Office, proficient in filing, drafting of notes and office orders and providing assistance in administration related matters as may be deemed necessary.

*Age:* Age should not exceed 35 years on the date of the publication of the advertisement

*Salary:* Approximately Rs. 24,000/- per month (consolidated)

#### **2. System Administrator for Administration – 1 position**

*Qualification:* Graduate in Science (B. Sc.) / Engineering (B. E.) followed by Master's Degree in Computer Applications (BCA / MCA) from a reputed Institution / University.

*Experience:* Minimum 4 to 5 years experience in web page programming and database handling using PHP / MySQL or .NET/SQL server or java and also experience in using Linux, Apache Web Server, PHP, MySQL and Shell Programming.

*Nature of job:* The candidate would have to do web-site related works as a Software Programmer – e.g., developing and maintaining various tailor-made automation packages for administrative departments/sections of the Centre, on-line application forms for admission, managing on-line versions of Annual Reports

and Annual Research Profiles. If necessary, the candidate may need to maintain the Centre's website and coordinate and share responsibility of duties as assigned to him/her by the Centre.

*Age:* Age should not exceed 35 years on the date of the publication of the advertisement

*Salary:* Approximately Rs. 24,000/- per month (consolidated)

For both the positions, the period of contract will be initially for one year subject to renewal on satisfactory performance.

Experience: Denotes post qualification experience.

Application should be accompanied with photocopies of the following documents:

- a) Proof of Age;
- b) Educational, Professional qualifications and Experience being claimed;
- c) Present salary certificate

Interested persons may apply on plain paper to the **Registrar, S. N. Bose National Centre for Basic Sciences, Block JD, Sector III, Salt Lake, Kolkata 700098 with comprehensive resume** 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 15 days from the date of publication of the advertisement. The envelope should be superscribed with the words **“Application for the position of .....**”

Incomplete applications will be rejected.

Registrar

