

S. N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES
Block JD, Sector III, Salt Lake, Kolkata -700 098

No. SNB/60.4/15-16/042

Date: 25th February 2016

ADVERTISEMENT

S. N. Bose National Centre for Basic Sciences, an autonomous organization funded by the Department of Science and Technology, Government of India, invites applications from persons, working in Central Government, PSUs or Autonomous Bodies for the regular position of **Deputy Registrar (Administration)** with pay in the pay band of Rs. 15,600-39,100 with Grade Pay of Rs. 6600 (PB3), as per VIth Pay Commission. Total gross emoluments at the beginning of the pay in the pay band is Rs. 70,130/- per month.

Educational Qualifications: Post Graduate in any discipline with at least 55% marks or its equivalent grade **OR** a Graduate with Diploma in Personnel Management/ Public Administration.

Eligibility:

- (i) Holding analogous posts on regular basis; or
- (ii) With minimum 3 to 5 years regular service in posts with pay in the pay band of Rs. 15,600-39,100 with Grade Pay of Rs. 5400/- (PB3) or equivalent

Experience: The candidate should have Grade Pay of Rs. 5400/- (PB-3), experience in handling matters related to Administration and Establishment/ Human Resources/Public Relations / Disciplinary/Vigilance Matters with good communication skills, knowledge of Central Government rules and service matters, preferably in reputed educational or research institutes.

Responsibilities: To assist Registrar in overall administrative and establishment matters including the following functions:

- a. Custodian of the records of the Centre and such other property of the Centre;
- b. Conduct the official correspondence on behalf of the authorities of the Centre;
- c. To provide secretarial and administrative assistance to various Committees e.g. Governing Body, Finance Committee etc.;
- d. Convening meetings of the authorities of the Centre;
- e. Keep the minutes of the meetings;
- f. Hold in special custody records and documents of the Centre;
- g. Initiate files with regard to recruitment/ assessment/ selection etc. of all staff members and liaison with Dean (Faculty);
- h. Perform such other duties as may be specified in the Rules and Bye-laws or as may be specified by the Director from time to time.

Age Limit: Preferably below 52 years, relaxable in exceptional cases. Age should not exceed the limit as on the closing date of receipt of completed applications.

General Instructions:

- Age limit will not be applicable in case of candidates working in the Centre in regular position or on contract.
- Age for SC/ST/OBC/Physically Handicapped/Ex-Serviceman will be as per Government of India rules.
- Good knowledge of Computer Applications.
- Candidates should bring their last pay certificates if called for interview.
- The prescribed essential qualifications/experience indicated are bare minimum and mere possession of same will not entitle candidates to be called for interview.
- The Centre reserves the right to call suitable candidates in their opinion for interview or relax qualifications.
- Separate application forms should be submitted for each post.
- Application incomplete in any respect and not accompanied with relevant certificate/document/photograph will be rejected.

Applications from the eligible candidates should be duly forwarded through their department/ head of the organisation alongwith personal data in the prescribed format. Complete CR dossiers upto 2015 and a certificate of integrity and vigilance clearance in respect of the candidate may also be forwarded by the Competent Authority. Applications of suitable candidates should be sent to the **Registrar, S. N. Bose National Centre for Basic Sciences, Block JD, Sector III, Salt Lake, Kolkata 700098 within 21 days of publication of the advertisement**. The envelope should be superscribed with the words "**Application for the position of Deputy Registrar (Administration)**". Advance copies may be sent for consideration. The prescribed application form and the details of the advertisement can be downloaded from the Centre's website: <http://newweb.bose.res.in/InfoAnnouncements/JobOpenings.jsp>.

Registrar

Abridged version of the above advertisement published in the following newspapers on 25th February, 2016

- 1. TIMES OF INDIA : Kolkata, New Delhi, Mumbai, Chennai, Bangalore, Hyderabad & Pune editions**
- 2. The Telegraph : Kolkata**
- 3. Anandabazar Patrika : Kolkata**
- 4. Sanmarg (Hindi) : Kolkata**

The abridged version is also tentatively scheduled for publication in EMPLOYMENT NEWS on 5th March, 2016

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Format for Application for the post of Deputy Registrar (Administration)/

- 1) Name of the post applied for (in Block Letters):
- 2) Name of the applicant (in Block Letters):
- 3) Postal Address for Communication with Telephone No. and email address:
- 4) Permanent Address for Communication with Telephone No. and email address:
- 5) Father's Name/Husband's Name:
- 6) Date of Birth (attach age proof as recorded in Matriculation Certificate from recognized board):
- 7) Gender: Male/Female
- 8) Nationality:
- 9) Religion:
- 10) Whether SC/ST/OBC/UR/Physically Handicapped:
(Attach valid certificate as applicable issued by Competent Authority in the form prescribed by Govt. of India)
- 11) Present post held, pay scale and basic pay:
- 12) Due date of retirement from the service (Name of the Government, under the rule of State of Central Govt. as applicable to the candidate):
- 13) Educational/Professional/Technical Qualification (in chronological order):
(Attach attested copies of certificate/ mark sheets etc.)

Duly attested
recent passport
size photograph
to be affixed.

Sl No.	Examination Passed	Board/ University	Duration of Degree/ Diploma / Training	Year of Passing	Division with percentage of marks	Subject Studied	Speciali sation

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14) Details of Employment in reverse chronological order (*Attach duly attested experience certificate*):

Sl. No.	Name of Department/ Organization	Name of post held and scale of pay	Gross Emolument	Duration		Whether Regular/ Temporary/ Contract	Nature of duties performed
				From	To		

- 15) If appointed how much time required for joining the post:
- 16) Have you ever been convicted by a Court of Law or is there any criminal case pending against you? If yes specify.
- 17) Any other relevant additional information (attach extra sheet if required):

Ido hereby declare that particulars furnished by me are correct and to the best of my knowledge and belief.

(Signature of Applicant)

Date:

Place:

Candidates already employed should get the application forwarded through proper channel.

Certificate to be furnished by the Employer/ Head of Office/ Forwarding Authority

Certified that particulars furnished by the candidates are correct and verified from the service records.

All required documents/certificates are enclosed with the application.

(Signature of forwarding authority with seal)

Date:

Place:

