

**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: 25<sup>th</sup> February 2016

**ADVERTISEMENT**

S. N. Bose National Centre for Basic Sciences, an autonomous institution funded by the Department of Science and Technology, Government of India, invites applications from persons, working in Central Government, PSUs or Autonomous Bodies, for appointment in the position of '**Campus Engineer cum Estate Officer**' with pay in the pay band of Rs. 15,600-39,100 with Grade Pay Rs. 6600/- (PB-3), as per VI<sup>th</sup> Pay Commission on regular basis. Total gross emoluments at the beginning of the pay in the pay band is Rs. 70,130/- per month.

**Educational Qualification:** Bachelors' Degree in Civil Engineering in First class from a recognized university with consistently good academic record or Masters' Degree in Civil Engineering from a recognized university.

**Eligibility:**

- (i) Holding analogous posts on regular basis, preferably in a reputed academic/ research institution with minimum of 8 years of experience (in case of BE) or minimum 6 years of experience (in case of ME); or
- (ii) With 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 construction related activities and maintenance and upkeep of the existing buildings and campus. Knowledge of use of Computer aided tools for design and management is desirable and will be an added qualification.

**Responsibilities:** The Campus Engineer cum Estate Officer will be over all in charge of Maintenance and Engineering Section of the Centre and would be assisted by JE (Civil) and JE (Electrical) and other technical persons and will report to the Registrar of the Centre. He will be responsible for:

- a. Liaison with various agencies to oversee the progress of the existing construction work and new construction activities in the Centre;
- b. Supervision of all works related to the present and new construction projects viz. preparation of – NIT, Tender Documents and Estimates, preparation and checking of contractor's bills etc.
- c. Function as Estate Officer and look after cleaning and hygiene, maintenance and upkeep of the existing buildings and infrastructure .viz. office building, staff quarters, Guest House, horticulture etc., allocation of office space, custodian of keys etc.

d. Overall maintenance of the Campus

**Age Limit:** Preferably below 40 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 organization 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 Campus Engineer cum Estate Officer”**. 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 25<sup>th</sup> 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 Campus Engineer cum Estate Officer on regular basis:**

- 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


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):

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

(Signature of Applicant)

Date:

Place:

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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: