

S.N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES
Block JD, Sector III, Salt Lake, Kolkata – 700 106

SNB/Advt/17-18/028

10th March, 2018

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 for the post of **Deputy Registrar (Finance) [due to fall vacant w.e.f., 01.04.2018]** in the pay scale Rs.15,600 – 39,100 + Rs.6600/- (Grade Pay) on regular basis from persons working in Central Government, PSUs or Autonomous Bodies. Total gross emoluments (as per 6th CPC) at the beginning of the pay scale Rs.15,600 – 39,100 + Rs.6600/- (Grade Pay) in Kolkata is Rs.75,840/-.

Deputy Registrar (Finance) – 1 Post

Educational Qualifications: Post Graduate in Commerce / Accountancy with at least 55% marks or its equivalent grade OR a Graduate with Diploma in Accountancy / Financial Management OR a Chartered Accountant OR a Cost Accountant.

Eligibility: Minimum 3 to 5 years experience at an administrative/executive level in the pay scale Rs.15,600 – 39,100 + Rs.5400/- (Grade Pay) or equivalent pay scale with sound knowledge of Central Rules relating to Accounts, Audit, Service Conditions and Financial Rules in an Educational or Research Institute.

Experience: Good knowledge of accounts related Computer Applications. Vast experience of independent handling of Accounts and Audit and having experience of checking of bills, General and Investment Ledger, preparation of R&P Account, Income and Expenditure Account and Balance Sheet, handling Income Tax Returns, preparation of final accounts, preparation of budget, handling replies raised by Auditors, vetting of various financial documents and files etc.

Age limit: The maximum age limit for appointment shall not exceed 52 years of age on the closing date of receipt of applications. Age-relaxation for SC/ST/OBC/Physically Handicapped/Ex-Serviceman will be as per Government of India Rules.

General Instructions:

1. Age should not exceed the limit as on the closing date of receipt of completed application.
2. The prescribed essential qualifications/experience indicated is bare minimum and mere possession of the same will not entitle the candidates to be called for interview. The Centre reserves the right to call suitable candidates in their opinion for interview or relax qualifications.
3. The candidates should bring their last pay certificates if called for interview.
4. Age limit is relaxable in exceptional cases.

5. The Centre may shortlist candidates based on submitted applications for calling in the interview.

The applications as per the format given below duly forwarded and signed by the Head of the Office, and sent along with attested copies of all relevant certificates and latest passport size photograph should be sent to the **Registrar, S.N.Bose National Centre for Basic Sciences, Block JD, Sector III, Salt lake, Kolkata – 700 106 within 21 days of publication of the advertisement.** The envelope should be superscribed with the words "**Application for the post of Deputy Registrar (Finance)**".

The applicant can send an advance copy of the application.

Incomplete applications will not be entertained.

Registrar

- **Abridged version of the above advertisement published in the following newspapers on 10th March, 2018**
 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 24th March, 2018**

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Format for Application for the post of Deputy Registrar (Finance)

- 1) Name of the post applied for :
- 2) Name of the applicant :
- 3) Address for Communication
With Telephone No. and e-mail address:
- 4) Permanent Address for Communication
with Telephone No. and email address:
- 5) Date of Birth :
- 6) Present Post :
- 7) Educational Qualification :
- 8) Professional Qualification and courses/training, if any:
- 9) Details of Employment in Chronological order:

| Sl No. | Name of Department / Organisation | Name of post held and scale of pay | Duration From To | Whether direct / deputation / promotion | Nature of duties performed |
|--------|-----------------------------------|------------------------------------|------------------------|---|----------------------------|
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- 10) Scale of the present post and present pay:
- 11) Date of appointment in the present grade:
- 12) Whether holding the post, in substantive capacity:
- 13) Name and address of the present employer:
- 14) Whether SC/ST/OBC:
- 15) Write in about two hundred (200) words about your present duties and responsibilities:
- 16) Any other information:

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:

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

Forwarding / Certificate from the Concerned Employer

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: