

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

*Block JD, Sector III, Salt Lake, Kolkata 700 106*

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

## **ADVERTISEMENT**

SNB/Advt/17-18/028

10<sup>th</sup> March, 2018

The S.N. Bose National Centre for Basic Sciences, an autonomous organization under 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 '**Stenographer**' with pay in the pay band of Rs. 9,300-34,800 with Grade Pay of Rs. 4200 (PB-2) on regular basis. The tentative total gross emoluments (as per 6<sup>th</sup> CPC) at the beginning of the pay in the pay band is Rs. 40,139/-.

### **Educational Qualifications:**

Graduate in any discipline from a recognized University with diploma in Computer Applications.

***Desirable:*** Diploma/Training in Secretarial & Office Management practice preferred. Should possess the capability of taking dictation in English at the speed of approximately 100 w.p.m. and able to transcribe the same in Computer.

**Eligibility:** Holding analogous post or minimum 5 years of similar experience in scientific/educational/academic/research institutes. The candidate should possess very good communication skills and knowledge of Central Rules related to Service matters in a reputed Educational or Research Institute.

**Experience:** Should have experience in independently handling office correspondences, scheduling of meetings, fixing up programmes and appointments and travel related issues, knowledge of filing, documentation, drafting letters and proceedings of meetings, office management. The candidate should possess good communication skill (speaking, reading & writing – both in English and Hindi) and interpersonal skills and ability to execute responsibility. He/She should have experience of handling computers and web-based on-line data processing.

**Age limit:** The maximum age limit for appointment shall not exceed 35 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-700106 within 21 days of publication of the advertisement. The envelope should be superscribed with the words "**Application for the position of Stenographer**".

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 10<sup>th</sup> 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 24<sup>th</sup> March, 2018**

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**Format for Application for the post of “Stenographer”**

- 1) Name of the post applied for :
- 2) Name of the applicant :
- 3) Address for Communication  
with Telephone No. and email address:
- 4) Permanent Address for Communication  
with Telephone No. and email address:
- 5) Date of Birth:
- 6) Present post held :
- 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

- 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) Any other additional information:

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

(Signature of the Applicant)

Date:

Place:

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

**Forwarding / Certificate from the Concerned Employer**

Certified that the particulars furnished by the candidate 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: