

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

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

No.SNB/DR(Admin) & DR(Acd)/13-14/029

Date: 6/12/2013

### **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 on regular basis for the position of **Deputy Registrar (Academic)** with pay in the pay band Rs. 15,600-39,100 (PB3) + 6600(Grade Pay), as per VI<sup>th</sup> Pay Commission. Total gross emoluments at the beginning of the pay is Rs. 61,850/- per month.

#### **Deputy Registrar (Academic) - 1 post**

**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 or relevant field.

**Eligibility:** 3 to 5 years experience at an administrative/executive level in the pay in the pay band of Rs. 15,600-39,100 (PB3) + 5,400(Grade Pay), as per VI<sup>th</sup> Pay Commission or equivalent pay scale with very good communication skills and knowledge of Central Rules related to Service matters in a reputed in a Educational or Research institute.

**Experience:** Experience in handling of academic and student related matters in academic/research institute/university viz. coordination of the Teaching Programmes of the Centre and liaison with various Universities/ Colleges/Institutes

#### General Instructions:

1. Good knowledge of Computer Applications
2. Age limit : Preferably below 45 years , relaxable in exceptional cases . Age-relaxation for SC/ST/OBC/Physically Handicapped/Ex-Serviceman will be as per Government of India rules.
3. Age should not exceed the limit as on the closing date of receipt of completed application.
4. 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
5. Separate application forms should be submitted for each post.

6. The candidates should bring their last pay certificates if called for interview
7. Age limit will not be applicable in case of candidates working in the Centre in regular position or on contract.
8. The Centre may shortlist candidates based on submitted applications for calling in the interview.

The applications as per the format given below duly 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 700098 within 21 days of publication of the advertisement.** The envelope should be superscribed with the words “**Application for the post of Deputy Registrar (Academic)**”.

Incomplete applications will not be entertained.

The prescribed application form and the details of the advertisement can also be downloaded from the Centre's website:  
<http://newweb.bose.res.in/InfoAnnouncements/JobOpenings.jsp>.

**Registrar**

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### Format for Application for the post of Deputy Registrar (Academic)

- 1) Name of the post applied for:
- 2) Name of the applicant:
- 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 (as per SSLC/HSLC/SSC):
- 7) Gender: Male/Female
- 8) Nationality:
- 9) Religion:
- 10) Whether SC/ST/OBC/UR/Physically Handicapped/Ex-serviceman):  
*(Should enclose 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) Educational/Professional/Technical Qualification:  
*(Attach attested copies of certificate/ mark sheets etc.)*

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

13) Details of Employment in reverse chronological order (*attach extra sheets , if required*):

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

14) If appointed how much time required for joining the post:

15) Have you ever been convicted by a Court of Law or is there any criminal case pending against you? If yes specify.

16) Any other relevant additional 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:

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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:

**Abridged Version of the above Advt. published on 6th December, 2013 (Friday) in the following newspapers :**

- 1. TIMES OF INDIA : Kolkata, Mumbai, Delhi, Chennai, Bangalore, Hyderabad and Pune editions.**
- 2. THE TELEGRAPH : Kolkata**
- 3. SANMARG : Kolkata**

**Last Date of Receipt of Application : 26th December, 2013 (Thrusday).**