

बसु विज्ञान मंदिर के मेमोरेण्डम ऑफ एसोसिएशन और नियमों व उप-नियमों से मिली शक्तियों का इस्तेमाल करते हुए, और DST के 24 अप्रैल, 2025 के पत्र संख्या AI/16/20/MISC/2020(E-46203) के संदर्भ में, काउंसिल ने 29.07.2025 को हुई अपनी 210वीं बैठक में एजेंडा आइटम नंबर 4 के तहत निम्नलिखित पदों के लिए नई भर्ती नियमावली को मंजूरी दी/

In exercise of the powers conferred by the Memorandum of Association and Regulations and By-laws of Bose Institute read in conjunction with DST letter no. AI/16/20/MISC/2020(E-46203) dated 24th April, 2025, the Council approved the new recruitment rules for the following posts in its 210th meeting held on 29.07.2025 vide agenda item no. 4 :

Cadre	Post
Technical	Senior Technical Assistant Senior Field Assistant Senior Laboratory Assistant Junior Laboratory Assistant
Estate and Engineering	Workshop Superintendent Overseer Junior Overseer Driver-cum-Mechanic Plumber
Administrative	Deputy Registrar Accounts Officer Audit & Finance Officer

ये भर्ती नियम 2 जुलाई, 2026 से लागू होंगे।/ These recruitment rules will come into effect from 02nd July, 2026.

An 24/06/2026

प्राध्यापक अनुप कुमार मिश्रा / (Prof. Anup Kumar Misra)

रजिस्ट्रार (स्थानापन्न)/ Registrar(O)

DEPUTY REGISTRAR

Sl. No.		Recruitment Rules
02	1. Name of post	DEPUTY REGISTRAR
	2. No. of post	1 (One)
	3. Classification	Administrative and Accounts
	4. Scale of Pay	Pay Band – 3 (Rs. 15600 – 39,100/-) Grade Pay Rs. 6,600/- Pay Level 11 as per 7 th CPC
	5. Whether Selection or Non-Selection Post	Selection by merit through Interview and APAR (Weightage of interview 50% and APAR 50%)
	6. Method of recruitment whether by direct recruitment or by promotion	Deputation/Direct Recruitment (Deputation and Direct Recruitment through interview)
	7. Age limit for direct recruitment	Not exceeding 40 years
	8. Educational and other qualifications required for direct recruitments only	Educational qualification & experience: (i) Master's Degree in any discipline with at least 55% of the marks in graduation and post-graduation or an equivalent grade in a point scale wherever grading system is followed from a recognized University / Institute OR Bachelor's degree in Engineering/Technology/Medicine with CGPA 6 or above in the scale of 10 or equivalent from recognized University/Institute (ii) 05 years of experience in Officer Grade in the Level 10/ or 8 years in Level 8 as per 7 th CPC on regular and full-time basis OR working in analogous post. (iii) The experience should be related to work in Scientific Departments / Research Institutions under Central / State Government / Autonomous body / University / PSU (iv) Candidates should have sufficient knowledge of personnel / Establishment / Accounts / Procurement / Stores / Workshop/ EMR / Works etc.
	For deputation	Same as Direct recruitment
	9. Period of Probation	2 (Two) years
	10. Whether age and educational qualifications prescribed for the direct recruitments will apply in the case of promotees	Age: No Qualification: Yes

	11. In case of recruitment by promotion grades from which promotion to be made	5 years experience in the post of Pay Level 10 as per 7 th CPC
	12. Composition of Selection Committee for Deputation/Direct Recruitment	<ul style="list-style-type: none"> (i) Director - Chair (ii) Dean(s)/Chairperson(s), to be nominated by the Director – Member(s) (iii) One nominee of the Council of Bose Institute – Member (iv) Registrar – Member
	13. Job Profile	<ul style="list-style-type: none"> (i) To assist the Registrar, Bose Institute to execute administrative duties, except in matters pertaining to the Council of Bose Institute. (ii) Any other organizational work as entrusted upon from time to time.

ACCOUNTS OFFICER

Sl. No.		Recruitment Rules
04	1. Name of post	ACCOUNTS OFFICER
	2. No. of post	1 (One)
	3. Classification	Administrative and Accounts
	4. Scale of Pay	Pay Band – 3 (Rs. 15600 – 39,100/-) Grade Pay Rs. 5,400/- Pay Level 10 as per 7 th CPC
	5. Whether Selection or Non-Selection Post	Selection by merit through Interview and APAR (weightage of interview 50% and APAR 50%)
	6. Method of recruitment whether by direct recruitment or by promotion	By Promotion/Deputation/Direct Recruitment (Deputation and Direct Recruitment through interview)
	7. Age limit for direct recruitment	Not exceeding 35 years
	8. Educational and other qualifications required for direct recruitments only	Educational qualification & experience (i) Master's Degree in any discipline with at least 55% of the marks in graduation and post-graduation or an equivalent grade in a point scale wherever grading system is followed from a recognized University / Institute OR Bachelor's degree in Engineering/Technology/Medicine with CGPA 6 or above in the scale of 10 or equivalent from recognized University/Institute (ii) Working in the analogous post OR 05years experience in supervisory capacity in Accounts or Audit Section / Branch (handling Cash, Accounts & Budget work) in Scientific Departments / Research Institutions under Central / State Government / Autonomous body / University / PSU
	For deputation	Same as Direct recruitment
9. Period of Probation		1 (One) year
10. Whether age and educational qualifications prescribed for the direct recruitments will apply in the case of promotees		Age: No Qualification: No, but Bachelor's Degree in any discipline with at least 55% of the marks in graduation from a recognized University / Institute
11. In case of recruitment by promotion grades from which promotion to be made		05 years experience in the post of Office Superintendent in accounting or related jobs/Accountant in Pay Level 7 as per 7 th CPC.

	12. Composition of Selection Committee for Promotion/Deputation/Direct Recruitment	<ul style="list-style-type: none"> (i) Director - Chair (ii) One Dean/Chairperson – Member (iii) One nominee of the Council – Member (iv) Registrar – Member
	13. Job Profile	<ul style="list-style-type: none"> (i) Act in supervisory capacity of the Accounts Section (ii) Oversee all accounts payable and receivable, including payment processing (iii) Oversee all banking-related activities (iv) Prepare budget estimates, financial reports, annual accounts etc. (v) Maintain registers, records relating to accounts, budget etc. (vi) Monitor expenditure and ensure adherence to financial regulations and policies (vii) Support internal and external audits by providing required documentation, attend to audit queries and objections, and act as liaison officer during audit processes (viii) Ensure submission of statutory returns within due dates (ix) Ensure compliance with tax laws and regulations (x) Any other organizational work as entrusted upon from time to time.

AUDIT & FINANCE OFFICER

Sl. No.	Recruitment Rules	
05	1. Name of post	AUDIT & FINANCE OFFICER
	2. No. of post	1 (One)
	3. Classification	Administrative and Accounts
	4. Scale of Pay	Pay Band – 3 (Rs. 15600 – 39,100/-) Grade Pay Rs. 5,400/- Pay Level 10 as per 7 th CPC
	5. Whether Selection or Non-Selection Post	Selection by merit through Interview and APAR (weightage of interview 50% and APAR 50%)
	6. Method of recruitment whether by direct recruitment or by promotion	By Promotion/ Deputation/ Direct Recruitment (Deputation and Direct Recruitment through interview)
	7. Age limit for direct recruitment	Not exceeding 35 years
	8. Educational and other qualifications required for direct recruitments only	Educational qualification & experience: i) Master's Degree in any discipline with at least 55% of the marks in graduation and post-graduation or an equivalent grade in a point scale wherever grading system is followed from a recognized University / Institute OR Bachelor's degree in Engineering/Technology/Medicine with CGPA 6 or above in the scale of 10 or equivalent from recognized University/Institute ii) Working in the analogous post OR 05years experience in supervisory capacity in Audit or Accounts Section / Branch (handling Cash, Accounts & Budget work) in Scientific Departments / Research Institutions under Central / State Government / Autonomous body / University / PSU
	For deputation	Same as Direct recruitment
	9. Period of Probation	2 (Two) years
	10. Whether age and educational qualifications prescribed for the direct recruitments will apply in the case of promotees	Age: No, Qualification: No, but Bachelor's Degree in any discipline with at least 55% of the marks in graduation from a recognized University / Institute
	11. In case of recruitment by promotion grades from which promotion to be made	05 years experience in the post of Office Superintendent in accounting or related jobs/Accountant in Pay Level 7 as per 7 th CPC
12. Composition of Selection Committee for	(i) Director - Chair (ii) One Dean/Chairperson – Member (iii) One nominee of the Council – Member	

Promotion/Deputation/Direct Recruitment	(iv) Registrar – Member
13. Job Profile	<ul style="list-style-type: none"> (i) Act as Officer-in-charge of Budget and Audit Matters involving internal preauditing of important transactions before claims settlement. (ii) Act as internal auditor vis-à-vis the relevant work in the different departments/sections (iii) Certify availability of fund in unforeseen proposals wherever necessary (iv) Work as direct Liaison Officer vis-à-vis Central Audit Party and Chartered Accountants. (v) Take responsibility for final preparation of annual accounts statement with balance sheet and handle audit queries and objections etc. (vi) To have overall supervision, control, planning and management of budget and audit including Bank Transactions. (vii) Any other organizational work as entrusted upon from time to time.