

**BOSE INSTITUTE**  
**P-/12, CIT SCHEME-VII-M**  
**KOLKATA – 700054**

**ADVT. NO.: BI/NON-ACA/ 32 /2012-13 Dated 09.11.2012**

*Bose Institute, Kolkata is a Central Autonomous Institute founded by Acharya Jagadish Chandra Bose in 1917. This is one of the premier Scientific Research Institutes in India. It is fully funded by the Government of India, Department of Science & Technology,*

The Director, Bose Institute, Kolkata invites applications from bonafide Indian Citizens for the following post. The post carries DA & other allowances as admissible to a Central Govt. employee posted in Kolkata. PF and other retirement benefits will be regulated as per Central Government Rules.

- 1. Assistant Registrar** : One (1) Post - UR
- Pay Band + Grade Pay : PB-3 : Rs. 15600-39100/- + GP Rs. 5400/-
- Essential Qualification : Degree of a recognized University about 8 years Administrative experience in a responsible supervisory capacity with adequate experience in establishment and accounts.

**OR**

Master Degree of any discipline from a recognized University with 4 years experience in a responsible supervisory capacity with adequate experience in establishment and accounts.

**OR**

CA, ICWA, CS, MBA, ML with 2 years experience in a responsible supervisory capacity with adequate experience in establishment and accounts.

**OR**

Any Graduate/Post Graduate working in Bose Institute with Grade Pay Rs.4600/-

Age : Below 40 years. Relaxation will be given for internal candidates to the extent of service rendered by them in Bose Institute & other similar type of Institutes / Organization / Universities / Government Bodies. Relaxation is also applicable as per rule to SC/ST/OBC/Government Servant/Ex-Serviceman as per GOI rules.

2. **Office Superintendent** : Three (3) Posts - UR  
Pay Band + Grade Pay : PB-2 : Rs. 9300-34800/- + GP Rs. 4600/-

Essential Qualification : Degree of a recognized University about 7 years experience in Government Offices or reputed organizations in establishment and also of accounts/budget work.

**OR**

Master Degree of any discipline from a recognized University with 3 years experience in a responsible supervisory capacity with adequate experience in establishment and accounts.

**OR**

CA, ICWA, CS, MBA, ML with 1 years experience in a responsible supervisory capacity with adequate experience in establishment and accounts.

**OR**

Any Graduate/Post Graduate working in Bose Institute with Grade Pay Rs.4200/-

Age : Below 35 years. Relaxation will be given for internal candidates to the extent of service rendered by them in Bose Institute & other similar type of Institutes / Organization / Universities / Government Bodies. Relaxation is also applicable as per rule to SC/ST/OBC/Government Servant/Ex-Serviceman as per GOI rules.

- Method of Recruitment** : 1. Initial Screening of application with respect to above proposed criteria.
2. Written Examination:
- a. English (Drafting & Noting)
  - b. Computer Knowledge & Application
  - c. Management technique & Accounting Procedure
  - d. Interview

### **INSTRUCTIONS TO CANDIDATES:**

1. Up-to-date curriculum vitae of the applicant should be submitted as an attachment (as **pdf file** only) with the **online application** form so as to reach by 26-11-2012 till 15.00 hrs. (IST).
2. Only applications received online will be processed. Candidate should send the hard copy of the online application (with applicant's code which will be generated only after submitting the application) along with attested copies of all certificates and testimonials so as to reach by 30-11-2012 till 15.00 hrs.(IST). Applicants Govt./Semi Govt./Autonomous Organization should send the hard copy through proper channel.
3. The System will not accept any application after 15.00 hrs. (IST) on 26-11-2012.
4. Copies of Certificates/ Testimonials need not be attached at this stage with the online application.
5. Eligibility criteria including the upper age limit will be reckoned on the last date of submission of application, i.e., on 26-11-2012.
6. The short-listed candidates will be intimated the date of written test/ interview at their respective email IDs. The list will also be available in this website. No individual letter to the candidates will be sent.
7. Before applying, the applicants should ensure that they possess at least the essential qualifications laid down for the post and other conditions stipulated in the advertisement. If a candidate is found not eligible, his candidature will be cancelled at any stage of the recruitment. (It may be noted that even if a candidate

qualifies in the written test/ interview and subsequently it is found that he does not fulfill the eligibility criteria, his candidature will be cancelled).

8. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle a candidate to be called for written test/interview.
9. The interested and eligible candidates may keep a watch at this site for any amendment.
10. Candidates working in Government/ Semi Government/ PSU/ Autonomous Bodies etc. shall also produce No Objection Certificate at the time of interview, if called for.
11. No interim queries will be entertained except technical queries regarding online application. For any such queries, contact the [Webmaster\(webmaster@bic.boseinst.ernet.in\)](mailto:webmaster@bic.boseinst.ernet.in)
12. Canvassing or bringing influence in any form will disqualify the candidature.
13. The Institute Authority reserves the right to reject any/all applications without assigning any reason whatsoever. Selection need not be confined to applicants only.

Online Application for :

[Assistant Registrar](#)

[Office Superintendent](#)

**REGISTRAR**