BOSE INSTITUTE
P-1/12, C.I.T. SCHEME VII-M
KOLKATA - 700054

ADVT. NO.: BI/NON-ACA/15/2013-14, dtd. 22.07.2013

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 Department of Science & Technology, Ministry of Science & Technology, Government of India.

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 apart from Basic. PF and other retirement benefits will be regulated as per Central Government Rules. New Pension Scheme shall be applicable for fresh candidates as well as those who joined the Government service after 01-01-2004.

1. **Accounts Officer**	::	One (1) Post (Unreserved)

Pay Band + Grade Pay	::	PB Rs. 15600-39100/- + GP Rs. 5400/-
Age	::	Below 40 years
Essential Qualification	::	i) Graduate of a recognized University.
		ii) 8 years experience in a reputable organization in supervisory capacity in Accounts Section/Branch.
Desirable Qualification	::	i) Knowledge of Govt. Rules and regulations.
		ii) Experience of work in a research/scientific organization.
		iii) Diploma/Certificate in Management/Cost Accounts.

Note: *Preference will be given to*

(i) Exceptionally qualified candidates viz. CA/ICWA

(ii) Candidates having experience in maintenance of Computerised accounting system.

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 12-08-2013 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 19-08-2013 till 15.00 hrs.(IST).

3. The System will not accept any application after 15.00 hrs. (IST) on 12-08-2013.

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 12-08-2013.

6. The short-listed candidates will be intimated the date of 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 posses 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 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 interview. In the event of number of applications being large, the Institute will resort to short listing criteria to restrict the number of candidates to be called for 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. should send the hard copy through proper channel and 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)

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.

14. After submitting the online application, a copy of the application will be generated on the screen. Please take a printout or save the application. Those who are called for interview should bring one print copy of this application duly signed and affixing a recent passport size photograph along with original & photocopies of certificates and testimonials and a standard ID Proof.

15. For each application, one unique Applicant Number will be generated. Therefore, candidates are advised to apply only once. They are also advised not to press the back/refresh buttons during online application.

REGISTRAR

CLICK HERE for the post of Accounts Officer