

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

**ADVT. NO.: BI/NON-ACA/ 32/2013-14**

*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 carry DA & other allowances as admissible to a Central Govt. employee posted in Kolkata, other than Pay Band and Grade Pay mentioned against the post. 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. Stenographer** : Two (2) posts (Unreserved)
- Pay Band + Grade Pay : PB-1, ` 5200-20200/- + GP ` 2800/-
- Essential Qualification : Graduate of a recognised University. Should have a minimum speed of 100 words per minute in shorthand and 40 words per minute in typing.
- Desirable Qualification : Previous experience as a Stenographer in a reputable organization. Experience in maintenance of records and preparing drafts.
- Age : Below 32 years. (Relaxation as per Government Rules)

**Note:**

1. *Preference & Age relaxation will be given to highly experienced candidates from Public & Private Sector.*
2. *Should have excellent command over English.*
3. *Should be proficient in letter drafting & maintaining records.*
4. *Should have good communication skills*
5. *Candidate should have good knowledge of computer & should be well versed with MS Office, Power Point, Excel etc.*

**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 14.00 hrs. IST. on 15-12-2013.
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 to the Office of the Registrar, Bose Institute, P-1/12, CIT Scheme VII-M, Kolkata – 700 054 is to reach by 31-12-2013 till 15.00 hrs.(IST).

3. The System will not accept any application after 14.00 hrs. IST. on 15-12-2013.
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 15-12-2013.
6. The short-listed candidates will be intimated the date of test/ interview at their respective email IDs. The list will also be available in the website of the Institute. 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 test/ interview and subsequently it is found that he/she does not fulfill the eligibility criteria, his/her 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 to a reasonable limit by written test and/or any other criteria.
9. The interested and eligible candidates may keep a watch at this website for any amendment.
10. Candidates working in Government/ Semi Government/ PSU/ Autonomous Bodies/ etc. should 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.

**REGISTRAR**

[Click for online application](#)