

**BOSE INSTITUTE
SERVICE RULES
&
RECRUITMENT RULES**

**PART—II
RECRUITMENT RULES**

[ADOPTED FOR IMPLEMENTATION WITH
EFFECT FROM 1. 10. 1980 VIDE DECISION
UNDER AGENDA ITEM NO. 11 OF THE
MINUTES OF THE BOSE INSTITUTE COUNCIL
MEETING HELD ON 7-2-81]

BOSE INSTITUTE
93/I, Acharya Prafulla Chandra Road
Calcutta-700 009

PART-II :: RECRUITMENT RULES

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* New posts since created.

N.B. No Recruitment Rules have been prescribed for the posts/grades held by incumbents as personal to them.

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THE ROSE INSTITUTE
SERVICE RULES
&
RECRUITMENT RULES

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PART : II

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RECRUITMENT RULES

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(Adopted for implementation
with effect from 1.10.1980
vide Decision under Agenda
Item No. 11 of the minutes
of the Rose Instt. Council
Meeting held on 7. 2. 1981)

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The Rose Institute
93/1 Acharya Prafulla Ch. Road,
Calcutta - 700009

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BOSE INSTITUTE COUNCIL

Date : October 1, 1980

NOTIFICATION

In exercise of the powers conferred by the Regulations 12(II)(c) and (f) of the Regulation and Bylaws of the Bose Institute and in pursuance of the Service Rules of the Bose Institute, the Council of the Bose Institute (subject to the concurrence of the Government of India, Department of Science & Technology) hereby makes the following Rules regulating the matter of recruitment to the Group 1 to 5 posts in the Bose Institute namely :-

1. Short Title and Commencement

- (i) These Rules may be called the Bose Institute (Group 1 to 5) Recruitment Rules, 1980.
- (ii) They come into force with effect from 1st October, 1980, the date from which the Service/Recruitment Rules of the Bose Institute have been approved by its Council for implementation.

2. Principle, Classification and Scale of Pay

The number of various groups and posts, their classification and the scale of pay attached thereto shall be as specified in columns 2 to 4 of the schedule annexed to these Rules.

3. Method of recruitment, Age Limit and Other Qualifications

The method of recruitment, age limit, qualifications and other matters relating to the posts shall be as specified in columns 5 to 12 of the schedule, aforesaid. The crucial date for determining the age limit shall be closing date for receipt of applications from candidates.

Provided that the period of probation in respect of all appointments, whether by direct recruitment or by promotion, except on contract/tenure, shall be one year.

Provided also that the age limits in respect of candidates belonging to Scheduled Caste/Tribe communities, as well as ex-servicemen, are subject to relaxation to the extent admissible under orders of the

Government of India, as amended from time to time, and that the age limit shall not apply to the candidates appointed on contract/tenure basis.

Provided further that in the case of direct recruitments, age limit, qualifications and other requirements for any post may be relaxed at the discretion of the Appointing authorities in respect of candidates otherwise well qualified, and that in case of applicants already in service in the Bose Institute, the age restrictions shall not apply.

Provided further that in regard to administrative and technical posts the Director, Bose Institute shall have power to co-opt suitable person or persons as additional member in the Selection/(Promotion) Committees for the respective posts wherever he is of the opinion that it is necessary or expedient to do so.

4. Principle of Promotion

Whereas promotion of an incumbent to a higher post/grade which is classified as 'non-selection' one, as specified in column 4 of the annexed schedule, would be made according to the normal Rule of seniority, subject to the rejection of the unfit, promotion to all other posts/grades would be determined according to the principle of merit-cum-seniority.

Provided that save and except to the extent allowed in the Service Rules, there shall be no automatic promotion and that promotions will be strictly limited within the clear vacancies occurring.

5. Power to Relax : Where the Council is of opinion that it is necessary or expedient to do so, it may for reasons to be recorded in writing, relax any of the provisions of these Rules with respect to any class or category of persons.

RECRUITMENT RULES FOR THE POST OF DIRECTOR, BOSE INSTITUTE, KOLKATA

1. Short title and commencement :

- 1.1 These Rules may be called Bose Institute, Kolkata Recruitment Rules, 2017 for the post of Director.
- 1.2 These Rules shall come into force from the date of approval by the Government and would supersede earlier recruitment rules for the post of Director, Bose Institute, Kolkata.

2. Definitions

- (a) 'Institute' means Bose Institute, Kolkata.
- (b) 'Director' means Director of Bose Institute, Kolkata.
- (c) 'Central Government' means Government of India in the Department of Science & Technology.
- (d) 'Search-cum-Selection Committee' means a Committee constituted by the Central Government for considering appointment / extension to the post of Director.

3. Number of posts, classification, job description and scale of pay - The number of posts, its classification, the scale of pay, job description attached thereto shall be as specified in columns 1 to 6 of the Schedule annexed to these Rules.

4. Method of recruitment, age limit and qualification, age of superannuation and probation period - The method of recruitment for the said post, age-limit, qualifications and other matters relating thereto shall be as specified in columns 7 to 14 of the Schedule aforesaid.

5. **Disqualifications** – No person –

- (a) who is not an Indian citizen or has given up the Indian citizenship
or
- (b) who is of unsound mind
or
- (c) has done any concealment / misrepresentation of material facts / information
or
- (d)* who, has entered into or contracted a marriage with a person having a spouse living,
or
- (e)* who, having a spouse living, has entered into or contracted a marriage with any person,
shall be eligible for appointment to the said post:

*Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from, the operation of this rule.

6. **Removal / Termination of appointment** : Central Government, on the recommendation of the Governing Council of the Institute, will have the power to remove the Director or terminate the appointment of Director in cases of proven misconduct or fraud or major financial irregularities / misappropriations, criminal proceedings, etc., after following the due process and keeping in view the extant Government Instructions.

7. **Other terms and conditions of the service** : The Director shall hold office on such terms and conditions as may be decided by the Governing Council with the approval of Central Government. Further, the appointment and continuation of the Director will be governed by instructions issued by Central Government from time to time.

8. **Miscellaneous** :

Wherever the instructions of Govt. of India require obtaining approval of a specific authority (like ACC etc.), approval of Central Government would be subject to obtaining approval (s) of such authorities.

9. **Power to relax** : - The Central Government on its own, or on the recommendations of the Search-cum-Selection Committee or the Governing Council of the institute may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules.

Schedule

1	2	3
Name of post	Number of posts	Classification
Director	1 (One)	Scientific

4	5	6	7
Scale of Pay	Whether Selection post or non-selection post	Job Description	Age limit
Rs.67,000/-- (annual increment @3%)-79,000/-	Selection post	The Director will have the overall administrative control of the Institute and will provide high-level leadership to the Institute in identification of research programmes and projects of national and international relevance in various specialized fields of research undertaken by the institute. S/he will enthuse and motivate scientists of the institute; promote creativity and excellence and create an atmosphere conducive to harmonious functioning of the Institute. S/he will interact and establish rapport with national and international, academic and professional institutions and specialists dealing with the domain area of research undertaken by the institute and will ensure multi-disciplinary and multi-institutional cooperation towards fulfilment of the objectives of the institute.	Not exceeding 56 years of age. The crucial date for determining the age limit shall be 1st Jan of the calendar year if the post is advertised in the 1st half of the calendar year or 1st July of the calendar year if the post is advertised in the 2nd half of the calendar year.

8	9	10
Mode of recruitment	Educational and other qualifications	Experience
<p>Recruitment for the post of Director shall be made by any of the following method(s):</p> <p>(a) By Direct Recruitment (b) By Deputation, including short-term contract (c) Re-employment</p> <p>Notes :</p> <p>(i) The Search-cum-Selection Committee referred to in Col.11 shall also consider the applications and nominations received from Fellows of Academies, Directors of National Laboratories and Vice Chancellors of Universities, etc.</p> <p>(ii) The Committee can consider those who may not have applied for the post after considering all the applications and nominations and finding that no candidate is suitable.</p> <p>(iii) The Search-cum-Selection Committee can also invite a person of high repute for appointment.</p> <p>(iv) The Ministry/Search-cum-Selection Committee would formulate transparent criteria for short listing of candidates and for subsequent selection.</p> <p>(v) On the recommendations of the Search-cum-selection Committee, the appointment of the candidate shall be made by the Governing Body with the approval / concurrence of Central Govt. (Deptt. of Science and Technology) and</p>	<p>Essential: Doctorate in Physical or Life sciences.</p> <p>Desirable : (i) Post - doctoral research (ii) Original published work of high standard (iii) Evidence of high professional eminence by way of recognitions like fellowship of academies, national/international awards in science etc.</p>	<p>For Direct Recruitment</p> <p>Essential : (a) At least 20 years of experience in R&D in industrial and academic institutions and / or Science and Technology organizations or as faculty / scientist of recognized national / international universities / research institutes / corporate R&D Labs etc., out of which at least 4 years should be in managerial / administrative capacity for science & technology programmes, planning and development, budget & finance, coordination and such organizational matters.</p> <p>(b) R&D experience in Physical or Life Sciences as undertaken by the Institute.</p> <p>For Deputation / Contract:</p> <p>In case of Recruitment by Deputation/Contract-Scientists or Technologists working in the Central/State Governments/ Universities/ Recognized Research Institutions/Semi-Government, Statutory or Autonomous Organisations in India,</p> <p>(a)(i) holding analogous post; or ii) 5 years regular service in the post carrying pay in the pay band of Rs.37400-67000+Grade Pay of Rs.10,000/- or equivalent (b) possessing the essential educational</p>

Appointments Committee of the Cabinet (ACC), wherever applicable.		qualifications mentioned in Col.9 and essential experience in Col.10.
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11	12	13
Search-cum-Selection Committee and its Composition etc.	Tenure/Period of Deputation/Contract	Age of Superannuation
<p>(i) DST will constitute a Search-cum-Selection Committee in accordance with instructions issued by DoPT/GoI from time to time.</p> <p>(ii) The strength of the Search-cum-Selection Committee inclusive of the Chairman shall not normally be more than five. The Chairman of the Search Committee would either be Secretary, DST or an eminent Scientist /Technologist (to be nominated by DST). However, in the event of Secretary, DST not being Chairman, S/he will be a Member. The other members of the Committee would be experts of eminence preferably from the fields of specialization relevant for the Institute (to be nominated by DST).</p> <p>(iii) The composition of the Search-cum-Selection Committee will be approved by DST and / or DoP&T or the competent authority as per the extant government instructions.</p>	<p><u>For Direct Recruitment & Deputation / Short-term Contract</u></p> <p>3 to 5 years or on attaining the age of superannuation as per extant Govt. instructions (60 years at present), whichever is earlier.</p> <p><u>Extension in tenure / deputation / contract period</u></p> <p>The tenure/ deputation / contract period can be extended, on recommendations of the Governing Body/Council, by Central Government as per the extant instruction/procedure laid down by DoP&T.</p> <p>However, extensions beyond the age of 60 years can be granted only by Central Govt. on the recommendations of Governing Body/Council and as per the Govt. instructions issued from time to time.</p>	<p>60 years or as laid down by Govt. of India from time to time.</p>

14		
<u>Probation Period</u>		
1 year		

Note 1. Pay scales / grades mentioned are as per VIth Pay Commission, as accepted by the Govt. of India. For determining eligibility etc. corresponding scales of earlier pay commissions, as accepted by Govt. of India will be taken into account e.g. the corresponding earlier pay slab of Rs.67,000-79,000/- is Rs.22,400-24,500/-.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : PROFESSOR.
2. Classification : Group-2 : Academic.
3. Scale of Pay : Rs.1500-60-1800-100-2000-125/2-2500/-.
4. Whether Selection or Non-selection Post : Selection.
5. Method of recruitment whether by direct recruitment or by promotion : Direct recruitment.
6. Age limit for direct recruits : Below 45 years.
7. Educational and other qualifications required for direct recruits only : Essential: Good academic record with a doctorate degree and published work of high standard. About 10 years research experience with publications of commendable merit in the field to be specified. Proven ability in guiding research.
Desirable: Ability in developmental and organisational work. Experience in special area (to be specified).
8. Period of Probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of deptt. candidates : N. A.
10. In case of recruitment by promotion grade from which promotion to be made : N. A.
11. Composition of Selection Committee : i) The Director (Chairman)
ii) One nominee of the Govt. of India (DST) who shall be a Scientist and preferably a specialist in branch of science for which appointment is to be made.

-: 5 :-

iii) Two nominees of the Council, who shall be eminent men of science but not necessarily members of the Council and shall preferably be specialists in that branch of science for which the appointment is to be made.

iv) Registrar - Non-member - (Secretary)

12. Duties

: Will be responsible for initiating and conducting research and organisational work, as may be entrusted to him from time to time by the competent authorities,

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : READER.
2. Classification : Group-2 : Academic.
3. Scale of Pay : Rs.1200-50-1300-60-1900/-.
4. Whether Selection or Non-selection Post : Selection.
5. Method of recruitment : By direct recruitment.
whether by direct recruitment or by promotion
6. Age Limit for direct recruits : Below 40 years.
7. Educational and other : Essential: Good academic record with qualifications required a doctorate degree. About 8 years research experience with publications of commendable merit in the field to be specified. Proven ability in guiding research.
Desirable: Experience in -
(i) developmental work;
(ii) special areas (to be specified).
8. Period of Probation : One year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : N.A.
10. In case of recruitment by promotion grade from which promotion to be made : N.A.
11. Composition of Selection Committee : i) Director (Chairman)
ii) Chairman of the Department.
iii) One nominee of the Govt. of India who shall be a scientist and preferably a specialist in the field.
iv) One nominee of the Council who shall be a scientist not necessarily a member of the Council and preferably a specialist in the field.
v) Registrar - non-member (Secretary).
12. Duties : Promote research activities, guiding research, determining research priorities in consultation with the Chairman of the Dept. and such other duties as assigned by competent authorities.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Lecturer (earlier designated as Research Fellow).
2. Classification : Group-2 : Academic.
3. Scale of Pay : Rs.700-40-1100-50-1600/-.
4. Whether Selection or Non-selection Post : N. A.
5. Method of recruitment : By direct recruitment.
whether by direct recruitment or by promotion
6. Age limit for direct recruits : Preferably below 35 years.
7. Educational and other qualifications required for direct recruits only : Essential: Good academic record with a doctorate degree. 3 years post-doctoral experience with publications of commendable merit in the field to be specified.
Desirable: Ability to carry out independent research.
Acquaintance with modern techniques of research.
8. Period of Probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : N. A.
10. In case of recruitment by promotion grades from which promotion to be made : N. A.
11. Composition of Selection Committee :
 - i) Director (Chairman)
 - ii) Chairman (Head) of the Department.
 - iii) One nominee of the Govt. of India who shall be a scientist and preferably a specialist in the field.
 - iv) One nominee of the Council who shall be a scientist but not necessarily a member of the Council and preferably a specialist in the field.
 - v) Registrar Non-member, (Secretary).
12. Duties : To initiate and develop independent research work in consultation with the Chairman of Deptt. and also, if required to participate in existing projects. Attending to such duties as assigned from time to time by competent authority.

-: (10) :-

RECRUITMENT RULES FOR THE
POST OF THE BOSE INSTITUTE

1. Name of Post : Sr. Lecturer
2. Classification : Group-2 : Academic
3. Scale of Pay : Rs.10000-325-15200/-
4. Method of recruitment : By direct recruitment
whether by direct or
recruitment or by
promotion by promotion
5. Age limit for direct recruits : 38 years
6. Educational and other qualifications required for direct recruits only : Essential: (i) A consistently good academic record with Doctoral degree.
(ii) Minimum of 06 yrs. of Post-Doctoral experience or minimum of 03 yrs. experience in the grade of Lecturer.
(iii) Publications of commendable merit in the field

Desirable: Proven ability to carry out independent research and to guide research students, acquaintances with modern techniques and methodologies of research in the field.
7. Period of Probation : 1 year
8. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : N. A.
9. In case of recruitment by promotion grade from which promotion to be made : N. A.
10. Composition of Selection Committee : i) Director (Chairman)
ii) Chairman (Head) of the Department

-: (11) :-

- iii) One nominee of the Govt. of India who shall be a scientist and preferably a specialist in the field
- iv) One nominee of the Council who shall be a scientist but not necessarily a member of the Council and preferably a specialist in the field.
- v) Registrar - Non-member, (Secretary)

11. Duties: To initiate and develop independent research work in consultation with the Chairman of Deptt. and also, if required, to participate in existing programmes/projects of the department, and attending to such duties as assigned from time to time by the competent authority.

RECRUITMENT RULES FOR THE
POSTS OF THE DOSE INSTITUTE

1. Name of Post : LIBRARIAN.
2. Classification : Group-2 : Academic.
3. Scale of Pay : Rs. 700-40-1100-50-1600/-.
4. Whether Selection or Non-selection Post : N. A.
5. Method of recruitment whether by direct recruitment or by promotion : By direct recruitment.
6. Age limit for direct recruits : Below 40 years.
7. Educational and other qualifications required for direct recruits only : Essential : Degree of a recognised University. Degree/Diploma in Library Science. 8 years experience in a responsible capacity in a research/scientific library.
Desirable : Science graduate with knowledge of at least one of the following languages -- French, German, Russian.
8. Period of Probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : N. A.
10. In case of recruitment by promotion grades from which promotion to be made : N. A.
11. Composition of Selection Committee :
 - i) Director (Chairman)
 - ii) One nominee of the Council who need not necessarily be member of the Council but will be an expert in the field.
 - iii) One Professor to be nominated by the Director.
 - iv) Registrar. (Secretary).
12. Duties : To look after the library in all its aspects including purchasing and procurement of books, periodicals, journals etc. Supplying information to users whenever required. To organize reprographic and exchange facilities with other libraries, to extract ledger reference from books and journals, to maintain ledger/records, to arrange for library committee meetings and to attend to such other duties as may be assigned from time to time.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : REGISTRAR.
2. Classification : Group-3 : Administrative.
3. Scale of Pay : Rs.1500-60-1800/- (Central Payscale)
4. Whether Selection or Non-selection Post : N. A.
5. Method of recruitment : By direct recruitment.
whether by direct recruitment or by promotion
6. Age limit for direct recruits : Below 45 years.
7. Educational and other qualifications required for direct recruits only : Essential: Degree of a recognised University. 10 years administrative experience in a responsible supervisory capacity with adequate experience of establishment and accounts.
Desirable: Knowledge of Govt. Rules and Regulations. Experience of working in a scientific dept. or institution. Knowledge of work-study methods, accounting procedures and modern management techniques.
8. Period of Probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : N. A.
10. In case of recruitment by promotion grades from which promotion to be made : N. A.
11. Composition of Selection Committee : i) Director (Chairman).
ii) To nominees of the Council.
iii) One nominee of the Govt. of India.
12. Duties : To act as the Chief Administrative Officer of the Institute including the RSIC, with overall charge of the Establishment, Administration and Accounts.

To act as Secretary of the Council, Finance Committee, the Selection Committees and of such other Committees as may be provided by the Regulations, Bylaws or otherwise. To prepare in consultation with the Director the agenda for and issue notice of the meetings of the bodies and to draft the corresponding minutes of the meetings

To remain in general charge of the office and day-to-day administration and of (a) Group 5 staff of the Institute, and (b) such other non-research staff of the Institute, the supervision of whose work may be delegated to him by the Director, and to exercise such disciplinary control as may be necessary for the purpose.

To be responsible for the maintenance and upkeep of the Institute buildings and equipments, furniture and fittings and to be in charge of the lands allotted to the Institute.

To be responsible for submitting the draft Budget to the Finance Committee for consideration and to the Council for sanction.

To sign cheques as provided for in the Regulations and Bylaws.

To sign contracts entered into by or on behalf of the Institute, as provided for in the Regulations and Bylaws. To assist the Director in discharge of his work in the Institute and to perform such other duties as mentioned in the Regulation and Bylaws and/or as may be assigned to him by the Director or delegated to him by the Council, consistent with Regulations and Bylaws.

RECRUITMENT RULES FOR THE POSTS
OF THE BOSE INSTITUTE

1. Name of Post : DEPUTY REGISTRAR
2. Classification : Group-3 : Administrative
3. Scale of Pay : Rs.1100-50-1600/- (Central Pa. scale)
4. Whether Selection or Non-selection post : N.A.
5. Method of recruitment whether by direct recruitment or by promotion : By direct recruitment
6. Age limit for direct recruits : Below 40 years
7. Educational and other qualifications required for direct recruits only : Essential: Degree of a recognised University or 8 to 10 years administrative experience in responsible supervisory capacity with some experiences of establishment and accounts.
Desirable: Knowledge of Government Rules & Regulations. Knowledge of work-study method, accounting procedures and modern management techniques. Experience of work in a scientific organisation/institution.
8. Period of probation : 1 (One) year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : N.A.
10. In case of recruitment by promotion grades from which promotion to be made : N.A.
11. Composition of Selection Committee :
 - i) Director (Chairman)
 - ii) Two nominees of the Council
 - iii) One nominee of the Government of India
 - iv) Registrar - Secretary.
12. Duties and Responsibilities:
 1. To assist the Registrar, Bose Institute in disposal of Institute work with dispatch and thus to function as the Deputy Chief Administrative Officer of the Institute ;
 2. To remain in direct overall charge of the general administration of the campus as Acharya J.C. Bose Birth Centenary Laboratory Building with the Assistant Registrar and Audit & Finance Officer assisting him in respective matters, as required, subject to instructions/directions of the Registrar/Director, as the case may be ;
 3. To function as the direct Officer-in-Charge of both the Administration including Establishment and Accounts Section

for which all decision-bearing cases and matters of policy and procedure etc. including compilation of Budget/Revised Estimates, from the Asstt. Registrar and A. & F.O. should normally pass through the Deputy Registrar to the Registrar/Director (Note : The routine and/or chartered matters e.g. party bills, contingency bills, pay bills, payment of advances etc., routine leave cases, L.C./sight drafts/NMI/CDE etc. may continue to be put up as usual direct to the Registrar/Deputy Director/Director, as the case may be, to cut avoidable delay.)

4. To remain in general charge of day-to-day supervision and administration of Group-5 and other non-research staff as also exercise such disciplinary control, as may be needed, in consultation with the Registrar/Director ;
5. To ensure updating of inter-se-seniority lists of staff category-wise, Service Books, Annual Assessment Reports and annual verification of stores including dead stock items ;
6. To deputise, where required, the Registrar in staff Selection Committee, Purchase Committee and other such Committees except the Bose Institute Council, Finance Committee and the Governing Body and to initiate action on matters arising thereof ;
7. To act as the Staff Relations/Liaison Officer in all staff matters of the Institute, subject to instructions/guidance of the Registrar/Director in policy/procedure matters ;
8. To issue approved communications to DST for Registrar or for Director and official communications on routine administrative/accounts matters ;
9. To supervise maintenance and upkeep of Institute Buildings, equipments, furniture, fixtures and fittings in consultation with the Workshop Superintendent and the Overseer and to take appropriate action, whenever called for, in consultation with the Registrar ;
10. To initiate/supervise developmental and organisational work including construction work ;
11. To attend to other duties as may be assigned to him from time to time by the Director/Registrar.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : ASSISTANT REGISTRAR.
2. Classification : Group-3 : Administrative.
3. Scale of Pay : Rs.700-40-1100-50-1300-50-1600/-.
4. Whether Selection or Non-Selection Post : Selection.
5. Method of recruitment whether by direct recruitment or by promotion : By promotion, failing which direct recruitment.
6. Age limit for direct recruits : Below 40 years.
7. Educational and other qualifications required for direct recruits only : Essential: Degree of a recognised University about 8 years administrative experience in responsible supervisory capacity with adequate experience in establishment and accounts.
Desirable: Knowledge of Govt. Rules and Regulations, experience of work in a research scientific organisation, knowledge of accounting procedures, management techniques and work study methods.
8. Period of Probation : One year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : Age - No.
Qualification - Yes.
10. In case of recruitment by promotion, grade from which promotion to be made : Office Supdt./Accountant/P.A. to Director with 10 years service in the grade.
11. Composition of Selection Committee : i) Director (Chairman).
ii) One nominee of the Council.
iii) One Professor of the Institute nominated by Director.
iv) Registrar (Secretary).
12. Duties : To act as the Branch Officer of the General section, maintenance of discipline, responsible for all routine correspondence and matters relating to office administration, establishment and stores purchase. Any other duties as assigned from time to time by competent authorities.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : ACCOUNTS OFFICER.
2. Classification : Administrative : Group-3.
3. Scale of Pay : Rs.700-40-1100-50-1600/-
4. Whether Selection or Non-selection Post : Selection.
5. Method of recruitment whether by direct recruitment or by promotion : By promotion failing which direct recruitment.
6. Age limit for direct recruits : Below 40 years.
7. Educational and other qualifications required for direct recruits only : Graduate of a recognised University, about 8 years experience in a reputable organisation /Essential/ in supervisory capacity in Accounts Section/Branch.
Knowledge of Govt. Rules and Regulations.
/Desirable/ Experience of work in a research/scientific organisation. Diploma/Certificate in Management/Cost Accounts.
8. Period of Probation : One year. ~
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : Age -- No.
Qualification -- Yes.
10. In case of recruitment by promotion grades from which promotion to be made : Office Supdt/Accountant with 10 years service in the grade.
11. Composition of Selection Committee : i) Director (Chairman)
ii) One nominee of the Council ;
iii) One Professor as nominated by the Director ;
iv) Registrar (Secretary).
12. Duties : To act as Branch Officer of the Accounts Section. To act as In-Charge of accounts, budget and cash sections. To prepare budget estimates, refund etc. To clear party bills, etc. To maintain registers, records relating to accounts, Budget and for attending to audit queries and objections. Any other duties as assigned to him from time to time by competent authorities.

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RECRUITMENT RULES FOR THE
POSTS OF THE DOSE INSTITUTE

1. Name of Post: : AUDIT & FINANCE OFFICER
2. Classification: : Administrative : Group-3.
3. Scale of Pay: : Rs 700-40-1100-50-1600/-
4. Whether Selection or Non-selection Post: : Selection
5. Method of recruitment whether by direct recruitment or by promotion: : By promotion failing which direct recruitment.
6. Age limit for direct recruits: : Below 40 years.
7. Educational and other Qualifications required for direct recruits only: : Graduate of a recognised University, about 8 years experience in audit work essential in a reputable organisation in supervisory capacity in Accounts Section/Any Branch.
Desirable: Knowledge of Govt. Rules & Regulations, Experience of work in a research/scientific organisation, Diploma/Certificate/Membership in Cost/Chartered Accounts.
8. Period of Probation: : 1 year
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees: : Age - No
Qualifications - Yes.
10. In case of recruitment by promotion grades from which promotion to be made: : Office Superintendent/Accountant with 10 years service in the grade.
11. Composition of Selection Committee: : i) Director - (Chairman)
ii) One nominee of the Council;
iii) One Professor to be nominated by the Director;
iv) Registrar (Secretary).
12. Duties: : To act as Officer-in-Charge of Budget and Audit matters involving internal preauditing of important transactions before claims settlement; to act as internal auditor vis-a-vis the relevant work in the different deptt/section; to certify availability of fund in unforeseen proposals wherever necessary; to work as direct Liaison Officer vis-a-vis Central Audit Party and Chartered Accts; Responsible for final preparation of annual A/cs Statement with balance sheet and handling audit queries and objections etc. Overall supervision, control, planning and management of budget and audit including Bank Transactions. Any other duties as may be assigned from time to time by the competent authority.

RECRUITMENT RULES FOR THE
POSTS OF THE JOSE INSTITUTE

1. Name of post : Office Superintendent.
2. Classification : Group-3 : Administrative.
3. Scale of Pay : Rs. 600-35-670-40-870-45-1050-50-1250/-
4. Whether Selection or Non-selection post : Selection.
5. Method of recruitment whether by direct recruitment or by promotion : By promotion failing which direct recruitment.
6. Age limit for direct recruits. : Below 35 years.
7. Educational and other qualifications required for direct recruits only : Essential : Degree of a recognised University, seven years experience in Govt. offices or reputed organisations in establishment and also of accounts/budget work.
Desirable : Knowledge of Fundamental & Supplementary Rules and other Rules of Civil Administration. Experience in preparing administrative reports.
8. Period of Probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : Age : No.
Qualification : As required for the base post of Jr. Asstt.
10. In case of recruitment by promotion grades from which promotion to be made : Asstt. Acctt./Sr. Storekeeper/
Sr. Asstt./Stenographer with 10 years service in the grade.
11. Composition of Selection committee : i) Director (Chairman)
ii) Outside expert to be nominated by the Director.
iii) One Prof. selected by the Director.
iv) Registrar.
v) Asstt. Registrar (non-member -Secretary)

12. Duties

- : Supervision and disposal of day-to-day work, implementation of various policies/directives/standing orders of the Institute, Putting up notings and independent drafts, to look after maintenance of records/registers relating to recruitment, appointment, leave, F.A., pension returns, statements etc., maintenance of inventory, arranging purchase of stores of all kinds, calling for tenders, distribution of stores, observing import formalities, and other ~~amxx~~ statutory rules and such other duties as assigned from time to time.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Office Superintendent (Technical)
2. Classification : Group-3 : Administrative
3. Scale of Pay : Rs 600-35-670-40-870-45-1050-50-1250/-
4. Whether Selection or Non-selection post: : Selection
5. Method of recruitment whether by direct recruitment or by promotion : By promotion failing which direct recruitment.
6. Age limit for direct recruits : Below 35 years.
7. Educational and other qualifications required for direct recruits only : Essential: Science Graduate with seven years experience in Govt. offices or reputed organisation in Admn. work involving liaison and co-ordination of scientific/research activities; Knowledge in Typing.
Desirable: Knowledge of Civil Admn. Rules and experience in preparation/compilation of reports, minutes etc.; Knowledge in Stenography.
8. Period of Probation: : 1 year
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : Age - No
Qualification: Yes
10. In case of recruitment by promotion grades from which promotion to be made : Asstt Acctt/Sr. Storekeeper
Sr. Asstt/Stenographer with 10 years service in the grade.
11. Composition of Selection Committee : i) Director (Chairman)
ii) Outside expert to be nominated by the Director
iii) One Professor selected by the Director
iv) Registrar
v) Asstt. Registrar (Non-member-Scy)
12. Duties: : To function as a scientific liaison official between the scientific Departments and the Administration; discharging all connected work, compilation of reports, proceedings etc. and such other duties as may be assigned from time to time.

RECRUITMENT RULES FOR THE
POSTS OF THE DOSE INSTITUTE

1. Name of Post: : ACCOUNTANT
2. Classification: : GROUP 3 :
Administrative
3. Scale of Pay: : Rs 680-35-570-43-370-
45-4150-53-4250/-
4. Whether Selection or
Nonselection Post: : Selection
5. Method of recruitment -
Whether by direct recruit-
ment or by promotion : By promotion, failing
which direct recruit-
ment.
6. Age limit for direct recruits: : Below 35 Years.
7. Educational and other quali- : Essential: Graduate of
fications required for a recognised University.
direct recruits only: Knowledge of accounts/
budget, income tax,
pension etc. Experience
of cash and 7 years
experience in Govt. offices
or reputable organisation.

Desirable: Diploma/Certi-
ficate in Accounts. Expe-
rience of work in research/
scientific organisation.
8. Period of probation: : 1 year.
9. Whether age and educational : Age - 10.
qualifications prescribed Qualification: As required
for the direct recruits will for the base post of
apply in the case of promotees: Jr. Asstt.
10. In case of recruitment by pro-: Cashier with 10 years
motion grades from which promo- service in the combined
tion to be made: grade of Sr. Asstt and Asst. Ac-
Cashier and Sr. Asstt./^{ORC}Keeper
with 10 years experience
in the grade.
11. Composition of Selection : i) Director -- Chairman
Committee: ii) Outside expert to be
nominated by the
Director.
iii) One Professor to be
nominated by the
Director
iv) Accounts Officer
v) Registrar (Secretary).
13. Duties: : Looking after the Accounts/
Budget/Budget Estimates,
bill passing, making state-
ments and maintaining
registers/records etc. and
any work as assigned from
time to time.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post: : PA TO Director.
2. Classification: : Group-3 : Administrative
3. Scale of Pay: : Rs 600-35-670-40-870-45-
1150-50-1250/-
4. Whether Selection or Nonselection Post: : Selection
5. Method of recruitment - Whether by direct recruitment or by promotion : Promotion, failing which direct recruitment.
6. Age limit for direct recruits: : 35 Years.
7. Educational and other Qualifications required for direct recruits only: : Essential: Graduate of a recognised University; should have minimum speed of 120 and 50 w.p.m. respectively in Shorthand and Typewriting with at least 7 years experience in Govt./reputed organisation in similar capacity.
Desirable: Ability to draft correspondence independently, maintenance of records/files, preparing briefs.
8. Period of probation: : 1 Year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotion: : Age - No
Qualification : Yes
(As in base post of Stenographer)
10. In case of recruitment by promotion grades from which promotion to be made: : Stenographer with 10 years service in the grade.
11. Composition of Selection Committee: : i) Director - (Chairman)
ii) Outside expert to be nominated by the Director
iii) Registrar.
iv) Asstt. Registrar
(Non-member-Secretary)
12. Duties: : Doing Shorthand & Typing work; custody and maintenance of engagement diaries and submission of papers necessary for meetings; preparing briefs; timely follow up and general assistance in ensuring that all matters arising out of Director's Cell are dealt with promptly and in time; disposal of routine matters; keeping upto date reference book. Keeping & processing cases of secret nature. Maintenance of records, files etc. and such other duties as may be assigned from time to time by the Director.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Cashier
2. Classification : Group-3 : Administrative
3. Scale of Pay : Rs. 550-30-700-35-770-40-890-45-1160/-
4. Whether Selection or non-selection post : Selection
5. Method of recruitment whether by direct recruitment or by promotion : By promotion, failing which direct recruitment.
6. Age Limit for direct recruits : Below 32 years.
7. Educational and other qualifications required for direct recruits only : Essential : Graduate of a recognised University. At least 6 years experience in handling cash in a reputed organisation.
Desirable : Knowledge of rules & regulation in Govt. Offices.
Knowledge of typing
8. Period of Probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees. : Age : No.
Qualifications : As required in the base post of Jr. Asstt.
10. In case of recruitment by promotion grades from which promotion etc. to be made. : Sr. Asstt. with 10 years service in the grade.
11. Composition of Selection Committee : i) Director (Chairman)
ii) Registrar
iii) Accounts Officer
iv) Asstt. Registrar (Secy.)
12. Duties : To handle cash transaction of the Institute. To maintain daily cash book and contingent registers etc. and to attend to such duties as may be assigned by competent authority.

RECRUITMENT RULES FOR THE POSTS OF THE BOSE INSTITUTE

1. Name of Post : Asstt. Accountant
2. Classification : Group-3 : Administrative
3. Scale of Pay : Rs. 550-30-700-35-770-40-890-45-1160/-
4. Whether selection or non-selection post : Selection
5. Method of recruitment whether by direct recruitment or by promotion : By promotion, failing which direct recruitment.
6. Age limit for direct recruits : Below 32 years
7. Educational and other qualifications required for direct recruits only : Essential : *Graduate of a recognised University.
ii) 6 years experience of accounts work in any Govt. Dept. or reputed organisation.
Desirable : Diploma/certificate in accounts.
Knowledge of Govt. Rules as well as Financial Rules.
8. Period of probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees. : Age : No.
Qualification : As required for the base post of Jr. Asstt.
10. In case of recruitment by promotion grades from which promotion to be made : Sr. Asstt. with 10 years service in this grade.
11. Composition of Selection Committee : i) Director (Chairman)
ii) Registrar
iii) Accounts Officer
iv) Asst. Registrar (Secy.)
12. Duties : Preparing budget, maintenance of P.F./Pension, Gratuity accounts, income tax return, Handling cash, maintenance of registers/records etc. Preparing audit reports etc. Any other duties as may be assigned from time to time by the competent authority.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : ASSISTANT LIBRARIAN.
2. Classification : Administration : Group-3.
3. Scale of Pay : Rs.550-30-700-35-770-40-890-45-1160/-.
4. Whether Selection or Non-selection Post : Selection.
5. Method of recruitment whether by direct recruitment or by promotion : By promotion failing which direct recruitment.
6. Age limit for direct recruits : 32 years.
7. Educational and other qualifications required for direct recruits only : Graduate of any recognised University, Essential Diploma/Degree in Library science, 6 years experience of work in scientific/technical library.
Science Graduate.
Desirable Knowledge of one or two foreign languages. Knowledge of typing.
8. Period of Probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : Age - No.
Qualification - Yes. (as in the base post of Junior Library Assistant).
10. In case of recruitment by promotion grades from which promotion to be made : Jr. Library Asstt. with 10 years of service in the grade.
11. Composition of Selection Committee : i) Director (Chairman)
ii) Expert to be nominated by the Director.
iii) Librarian.
iv) Registrar (Secretary).
12. Duties : Maintenance of Library, accessioning, cataloguing, classifying books and scientific journals, periodicals etc., preservation and maintenance of records and accounts relating to library, issuing books etc., timely follow up of receipt of journals, books periodicals etc. and such other duties as assigned from time to time.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of post : Sr. Library Assistant (a)
Cataloguer (b)
2. Classification : Group-3: Administrative
3. Scale of Pay : Rs 550-30-700-35-770-40-890-
45-1160/-
4. Whether Selection or Nonselection : Selection
5. Method of recruitment : By promotion, failing which
whether by direct recruitment or by promotion direct recruitment.
6. Age limit for direct recruitment : Below 32 years
7. Educational and other qualifications required for direct recruitment only : Essential: (i) Graduate of a recognised University (a&b)
(ii) Degree or diploma in Library Science (a&b) (iii) Speed of 30 w.p.m. in Typing (a&b)
(iv) 6 years experience in cataloguing in a reputed Library (b)
(v) 6 years experience in reprographic and documentation work (a)
Desirable: Graduate in Science and experience of work in a scientific/technical library.
8. Period of probation : 1 year
9. Whether age and educational qualifications prescribed for the direct recruitment will apply in the case of promotees : Age - No
Qualification - Yes
10. In case of recruitment by promotion grades from which promotion to be made : Jr. Library Asstt with
10 years of service in the grade.
11. Composition of Selection Committee : i) Director (Chairman) or his nominee.
ii) Chairman of the Deptt
iii) One outside expert
iv) Librarian
v) Registrar (Secretary)
12. Duties : Processing of Library materials, issue and return of books/journals, maintenance of Library records for the borrowers of books/journals, maintenance of inter-library loan system and such other duties as assigned from time to time.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Sr. Assistant (also designated as Sr. Office/Accounts Asstt)
2. Classification : Group-3 : Administrative
3. Scale of Pay : Rs. 500-25-550-30-700-35-770-40-1010-45-1100/-
4. Whether selection or non-selection post : Selection
5. Method of recruitment whether by direct recruitment or by promotion : By transfer or promotion, failing which direct recruitment.
6. Age limit for direct recruits : Below 32 years.
7. Educational and other qualifications required for direct recruits only : Essential :
 i) Graduate of a recognised University.
 ii) 5 years experience in office/accounts work
 iii) Experience in noting, drafting and knowledge of typing.
Desirable :
 Experience in establishment/budget & accounts work, preparation of bills, reports. Handling press matters. Knowledge of procedures, rules and regulations in civil administration/accounts.
8. Period of probation : 1 year.
9. Whether age and educational qualifications proscribed for the direct recruits will apply in the case of promotees. : Age : No.
Qualification : Should at least have H.S. or equivalent
10. In case of recruitment by promotion grades from which promotion to be made. : Transfer : Stonographer
 Promotion : Jr. Asstt (office/accounts)/stores and Telephone Operator-cum- Receptionist, with 10 years service in the grade.
11. Composition of Selection Committee : i) Director (Chairman) or his nominee.
 ii) Head of the Dept./Section-in-Charge concerned.
 iii) Registrar
 iv) Accounts Officer
 v) Asst. Registrar (Secretary)
12. Duties : To deal cases in establishment/accounts sec. To maintain service books, accounts ledgers/Registers, preparation of bills etc. Preparation of budget, balance sheets etc. To attend to such other duties as assigned to him from time to time.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Stenographer
2. Classification : Group-3 : Administrative
3. Scale of Pay : Rs. 500-25-550-30-700-35-770-40-1010-45-1100/-
4. Whether selection or non-selection post : n.a.
5. Method of recruitment whether by direct recruitment or by promotion : By direct recruitment
6. Age limit for direct recruits : Below 32 years.
7. Educational and other qualifications required for direct recruits only :
 - Essential :
 - i) Graduate of a recognised University.
 - ii) Should have a minimum speed of 100 words per minute in shorthand and 40 words per minute in typing.
 - Desirable :
Previous experience as a stenographer in a reputable organisation. Experience in maintenance of records and preparing simple drafts.
8. Period of probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees. : n.a.
10. In case of recruitment by promotion grades from which to be made. : n.a.
11. Composition of Selection Committee :
 - i) Director (Chairman)
 - ii) Chairman of the Dept. or Section-in-Charge concerned.
 - iii) Registrar (Secretary)
12. Duties : Taking dictation and doing typing work and assisting in such other duties as assigned from time to time.

* Recruitment to be made through trade test.

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RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post: : SR. STORE KEEPER
2. Classification : Group-3:Administrative
3. Scale of Pay : Rs 500-25-550-30-700-35-770-40-1010-45-1100/-
4. Whether Selection or Non-selection post : Selection
5. Method of recruitment : By promotion failing which
 Whether by direct recruitment : direct recruitment,
 of by promotion
6. Age Limit for direct recruits: Below 32 years.
7. Educational and other qualifications required for direct recruits only : Essential: Science Graduate;
 (ii) 5 years experience of work in Store-keeping/maintenance and procurement in scientific/technical organisation of repute, (iii) Knowledge of Typing at 30 w.p.m.
Desirable: Certificate in material management from a recognised institution.
8. Period of probation. : 1 year
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotées. : Age - No.
 Qualification: As in the base post of Jr.Storekeeper/Jr. Assistant.
10. In case of recruitment by promotion grades from which promotion to be made. : Jr. Storekeeper/Jr.Asstt with 10 years service in the grade.
11. Composition of Selection Committee : i) Director (Chairman) or his nominee,
 ii) Chairman of the Deptt/Head of Section concerned,
 iii) Registrar
 iv) Asst.Registrar (Nonmember-Scy)
12. Duties: : To do all work connected with store keeping and maintenance and purchase of items and such other duties as may be assigned from time to time by competent authority.

RECRUITMENT RULES FOR THE
POSTS OF THE DOSE INSTITUTE

1. Name of Post : Publication Assistant
2. Classification: : Group-3 : Administrative
3. Scale of Pay: : Rs 500-25-550-30-700-35-770-40-1010-45-1100/-
4. Whether Selection or Non-selection post : n.a.
5. Method of recruitment Whether by direct recruitment or by promotion: : By direct recruitment
6. Age limit for direct recruits: : Below 32 years
7. Educational and other qualifications required for direct recruits only : Essential (i) Graduate of a recognised University (ii) five years experience in proof-reading and publications of journals (iii) Knowledge of typing at 30 w.p.m.
Desirable: (i) Certificate of training in press composition, proof-reading etc from a recognised institution (ii) Experience of work connected with publication and printing of scientific/technical matters.
8. Period of probation : 1 Year
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees: n.a.
10. In case of recruitment by promotion grades from which promotion to be made : n.a.
11. Composition of Selection Committee : (i) Director -(Chairman) or his nominee
(ii) Academic staff Member in charge of Publication
(iii) A member of the Editorial board of the "Transaction"
(iv) Registrar
(v) Asstt.Registrar (Secretary)
12. Duties: : To do all connected work in connection with publication and printing of scientific journals, reports, statements, forms, leaflets etc.etc. Inviting quotations, procuring stores for Publication Cell, Getting translated into different languages of matters, abstracting of books, journals, reports etc. Assisting the Editorial Board/Publication and any other Subcommittee and any other duties as may be assigned from time to time.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Jr. Library Assistant.
2. Classification : Group - 3 : Administrative
3. Scale of Pay : Rs. 450-25-625-30-805-35-910-45-100
4. Whether Selection or Non-selection Post : n.a.
5. Method of recruitment whether by direct recruitment or by promotion : By direct recruitment.
6. Age limit for direct recruits : Below 30 years.
7. Educational and other qualifications required for direct recruits only : Essential :
 - i) Graduate of a recognised University.
 - ii) Degree or Diploma in Libr Science.Desirable :
 - i) 2 years experience of work in a good library and knowledge of typing.
8. Period of Probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : n.a.
10. In case of recruitment by promotion grades from which promotion to be made : n.a.
11. Composition of Selection Committee :
 - i) Director or his nominee.
 - ii) Chairman of a Department.
 - iii) Outside expert.
 - iv) Librarian.
 - v) Registrar (Secretary).
12. Duties : To assist in classifying and cataloguing of books, journals, periodicals, maintenance of records, issue of books etc. to users, knowledge of preservation of library documents with insecticide. To assist the librarian and any other duty assigned from time to time.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Jr. Assistant. (Also designated as Jr. Office/Accounts Assistant.)
2. Classification : Group - 3 : Administrative.
3. Scale of Pay : Rs. 400-15-430-20-530-25-655-30-865-35-900/-.
4. Whether Selection or Non-selection Post : n.a.
5. Method of recruitment whether by direct recruitment or by promotion : By direct recruitment.
6. Age limit for direct recruits : Below 28 years.
7. Educational and other qualifications required for direct recruits only : Essential :
 - i) H.S. or equivalent.
 - ii) Typing speed 30 w.p.m.
 - iii) Experience in Office/Accounts work.Desirable
 - i) Experience in outdoor duties.
8. Period of Probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : n.a.
10. In case of recruitment by promotion grades from which promotion to be made : n.a.
11. Composition of Selection Committee :
 - i) Director or his nominee.
 - ii) Chairman of the Department/Head of the Section concerned.
 - iii) Registrar.
 - iv) Accounts Officer.
 - v) Asstt. Registrar (member-Secy.)
12. Duties : To do typing and to attend to routine office work either in general/accounts section/Departments/sections and to attend to any other duties as assigned from time to time.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Jr. Store Keeper.
2. Classification : Group - 3 : Administrative.
3. Scale of Pay : Rs. 400-15-430-20-530-25-655-30-865-35-900/-.
4. Whether Selection or Non-selection Post : n.a.
5. Method of recruitment whether by direct recruitment or by promotion : By direct recruitment.
6. Age limit for direct recruits : Below 28 years.
7. Educational and other qualifications required for direct recruits only : Essential :
 - i) H.S. or equivalent.
 - ii) Experience of work in Store keeping and procurement.
 - iii) Typing speed 30 w.p.m.

Desirable :

 - i) Knowledge of purchase and maintain of scientific stores/materials.
8. Period of Probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : n.a.
10. In case of recruitment by promotion grades from which promotion to be made : n.a.
11. Composition of Selection Committee :
 - i) Director or his nominee.
 - ii) Chairman of the Department Head of Section concerned
 - iii) Registrar.
 - iv) Asstt. Registrar (Stores)
12. Duties : All work connected with Stores keeping and maintenance and such other duties as assigned from time to time.

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RECRUITMENT RULES FOR THE
POSTS OF THE DOSE INSTITUTE

1. Name of Post : Xerox Operator
2. Classification : Group-3 : Administrative
3. Scale of Pay : Rs 400-15-430-20-530-25-655-30-865-35-900/-
4. Whether Selection or Non-Selection post : n.a.
5. Method of recruitment whether by direct recruitment or by promotion : By direct recruitment.
6. Age limit for direct recruits : Below 23 years
7. Educational and other qualifications required for direct recruits only : Essential: (i) H.S. or equivalent
(ii) Experience in operation of Xerox machine
(iii) Knowledge of typing at 30.w.p.m.
Desirable: (i) Experience in operation of duplicating machine
(ii) Certificate on Reprography from a recognised Institution or a reputable firm.
8. Period of probation : 1 Year
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : n.a.
10. In case of recruitment by promotion grades from which promotion to be made : n.a.
11. Composition of Selection Committee : (i) Director - (Chairman) or his nominee
(ii) Chairman, Library Committee
(iii) Registrar (iv) Workshop Supdt.
(v) Asstt. Registrar (Secretary)
12. Duties : To do all work connected with Xerox machine/duplicating machine; to look after maintenance and minor repair of the machine, to do typing work and such other duties/as may be assigned from time to time by the competent authority.

N.B. 1. Selection to be made through Trade Test.

2. Shall be treated as identical with Telephone Operator for Establishment & Administrative purposes.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Receptionist-cum-Telephone Operator.
2. Classification : Group - 3 : Administrative.
3. Scale of Pay : Rs. 400-15-430-20-530-25-655-30-865-35-900/-.
4. Whether Selection or Non-selection Post : n.a.
5. Method of recruitment whether by direct recruitment or by promotion : By direct recruitment.
6. Age limit for direct recruits : Below 28 years.
7. Educational and other qualifications required for direct recruits only : Essential :
 - i) H.S. or equivalent.
 - ii) Adequate experience in operation of PBX board (5 + 20)
 - iii) Experience of work as Receptionist and allied duties.Desirable :
 - i) Good knowledge of spoken English, Bengali and Hindi.
8. Period of Probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : n.a.
10. In case of recruitment by promotion grades from which promotion to be made : n.a.
11. Composition of Selection Committee :
 - i) Director or his nominee.
 - ii) A member of the Academic Staff.
 - iii) Registrar.
 - iv) Asstt. Registrar (Secretary).
12. Duties : Attending telephone PBX work. Receive visitors, arrange interview with the officers by appointment and such other duties as assigned from time to time.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post: : SCIENTIST-IN-CHARGE, RSIC.
2. Classification: : Group-4 : Technical
3. Scale of Pay: : Rs 1500-60-1800-100-2000-125/2
-2500/-
4. Whether Selection or Non-selection Post: : Selection
5. Method of recruitment : Direct recruitment
Whether by direct recruitment or by promotion
6. Age limit for direct recruits: : Below 45 years
7. Educational and other qualifications required for direct recruits only: : Essential
(i) Doctorate degree in a Branch of Science/Technology/Engineering with published works of high standard;
(ii) 5 years experience in electronic instrumentation;
(iii) Experience in operation, maintenance and servicing of modern sophisticated analytical instruments.
Desirable: Experience in organisation and management of research laboratories in reputable organisations including Universities and private sector.
8. Period of probation: : 1 Year
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of departmental candidates. : n.a.
10. In case of recruitment by promotion grade from which promotion to be made: : N.A.
11. Composition of Selection Committee: : (i) The Director - (Chairman)
(ii) One Nominee of the Govt of India (DST) who shall be a specialist in the branch.
(iii) Two nominee of the Council who shall be specialists in the branch.
(iv) Registrar (Nonmember-Soy).
12. Duties: : The incumbent will have to function as Head of the Centre involving overall responsibility for the selection and procurement of sophisticated instrument equipment and accessories and their installation, maintenance and servicing. Responsible for catering data, processing services to the Users from different research organisations/Universities/Industries; responsible for preparing minutes, reports etc. and handling all matters including training & guidance of scientists/technicians working in the Centre as also undertaking programmes for disseminating instrumentation culture through the Centre and such other responsibilities as may be assigned from time to time by the competent authority.

RECRUITMENT RULES FOR THE POSTS
OF THE BOSE INSTITUTE

1. Name of Post : Technical Officer (RSIC)
2. Classification : Group-4 : Technical
3. Scale of Pay : Rs.2200-75-2800-EB-100-4000
4. Whether selection of Non-selection Post : Selection
5. Method of recruitment whether by direct recruitment or by promotion : Direct recruitment
6. Age limit for direct recruits : Below 35 years
7. Educational and other qualifications required for direct recruits only :
 - Essential:
 - i. Master's degree of equivalent in a branch of Science/Engineering to be specified
 - ii. About 3 years experience in electronic instrumentation
 - iii. Experience in operation, maintenance and servicing of modern sophisticated analytical instruments
 - Desirable:
 - i. Doctorate Degree
 - ii. Experience in organisation and management of Laboratories
8. Period of Probation : 1 year
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : N.A.
10. In case of recruitment by promotion grade from which promotion to be made : N.A.
11. Composition of Selection Committee :
 - i. Director (Chairman)
 - ii. Scientist-in-Charge, RSIC
 - iii. One nominee of the Govt. of India who shall be a scientist and preferably a specialist in the field.
 - iv. One nominee of the Council who shall be a scientist but not necessarily a member of the Council and preferably a specialist in the field.
 - v. Registrar (Secretary)
12. Duties: To take independent charge in rendering service facilities, maintenance and operation of a group of instruments. To render assistance in specialized experiments involving users of such instruments as also participate in modification/additional fabrication of equipments towards such ends. To share in day-to-day general Admn. of the Centre to such extent as may be assigned from time to time by competent authority. To participate in the organisation of courses/seminars/workshops in various aspects of the discipline of instrumentation.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

- Name of Post : WORKSHOP SUPERINTENDENT.
- Classification : Group-4 : Technical.
- Scale of Pay : Rs.700-40-1100-50-1600/-.
- Whether Selection or Non-selection Post : N. A.
- Method of recruitment whethor by direct recruitment or by promotion : By direct recruitment.
- Age limit for direct recruits : Below 35 years.
- Educational and other qualifications required for direct recruits only : Essential: Degree in Electrical, Mechanical or Electronics Engineering from a recognised University or its equivalent or Master's degree with appropriate specialisation. 5 years experience in the field to be specified.
Desirable: Experience of working in an organisation manufacturing scientific instruments.
3. Period of Probation : One year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : N. A.
10. In case of recruitment by promotion grade from which promotion to be made : N. A.
11. Composition of Selection Committee :
i) Director (Chairman).
ii) One nominee of the Council who should be a specialist in the field but need not necessarily be a member of the Council.
iii) One Professor nominated by the Director.
iv) One outside expert in the field.
v) Registrar (Secretary).
12. Duties : To work as the Officer-in-Charge of the Workshop, to supervise the diverse works in the Workshop. To arrange repair and maintenance of research instruments. To design and fabricate instruments and maintain design records for future use. To organise planning and expansion and purchase of equipment for the Workshop and to attend to any other duties assigned from time to time.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Microanalyst.
2. Classification : Group-4 : Technical.
3. Scale of Pay : Rs.700-40-1100-50-1600/-.
4. Whether Selection or Non-selection Post : N. A.
5. Method of recruitment whether by direct recruitment or by promotion : By direct recruitment.
6. Age limit for direct recruits : 35 years.
7. Educational and other qualifications required for direct recruits only : M.Sc. of a recognised University ; 8 years ESSENTIAL experience as Microanalyst.
DESIABLE Experience in maintenance of micro-analytical equipment and handling automatic instruments.
8. Period of Probation : One year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : N. A.
10. In case of recruitment by promotion grades from which promotion to be made : N. A.
11. Composition of Selection Committee : i) Director (Chairman).
ii) Chairman of the Chemistry Department ;
iii) One expert to be nominated by the Director ;
iv) Registrar (Secretary).
12. Duties : Micro determination of Carbon, Oxygen and Nitrogen etc., preparing reports thereof, assisting research activities and such other duties as assigned from time to time.

RECRUITMENT RULES FOR THE POSTS OF THE BOSE INSTITUTE

1. Name of Post : Overseer-cum-Caretaker.
2. Classification : Group-4 : Technical
3. Scale of Pay : Rs. 600-35-670-40-870-45-1050
-50-1250/-
4. Whether Selection or non-selection post : Selection.
5. Method of recruitment : By promotion, failing which
whether by direct recruitment or by promotion : direct recruitment.
6. Age limit for direct recruits : Below 35 years.
Essential
7. Education and other qualifications required for direct recruits only. : Passed SF/HS or Equivalent.
ii) I.C.E. or equivalent from an Institute recognised by the Council of Technical Education.
7 years experience of work in building construction/maintenance.
Desirable : Certificate in Sanitary Inspectorship or Public Health-Engineering and experience in gardening and horticultural work.
8. Period of probation : 1 (one) year.
9. Whether age and educational qualifications prescribed will apply in the case of promotees : Age : No.
Qualifications : Yes (as in the base post of Jr. Overseer.)
10. In case of recruitment by promotion grade from which promotion to be made : Jr. Overseer with 10 years service in the post.
11. Composition of Selection Committee : i) Director (Chairman)
ii) Two Outside Expert (Civil engineers) to be nominated by the Director.
iii) Registrar (Member -Secretary)
12. Duties : Maintenance and upkeep of buildings, civil construction/repair works including water supply, plumbing and sanitary works, security and watch-and-ward duties, cleanliness of building/premises etc., and such other duties as assigned to him from time to time.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post: : Sr. Tech. Asstt
(Laboratory)
2. Classification: : Group-4: Technical
3. Scale of Pay: : Rs 600-35-670-40-870-45
1050-50-1250/-
4. Whether Selection or
Non-selection post : N.A.
5. Method of recruitment
whether by direct recruit-
ment or by promotion: : By direct recruitment
6. Age limit for direct recruits : Below 30 years.
7. Educational and other quali-
fications required for direct
recruits only : Essential: (i) Good M.Sc.
degree in the subject to be
specified (ii) 3 years expe-
rience in laboratory work in
a recognised research insti-
tution/organisation.
Desirable: Experience in ope-
ration and maintenance of
scientific instruments.
8. Period of probation: : 1 year
9. Whether age and educational
qualifications proscribed for
the direct recruits will apply
in the case of promotees: : N.A.
10. In case of recruitment by
promotion grades from which
promotion to be made: : N.A.
11. Composition of Selection
Committee: : (i) Director - (Chairman) or
his nominee
(ii) Chairman of the Deptt
concerned
(iii) Expert to be nominated
by the Director
(iv) Registrar (Secretary)
12. Duties: : To work in the laboratory
and assist in research
activities, preparing reports
etc. and such other duties
as may be assigned from
time to time by the
competent authority.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post: : Foreman (A.C.Plant)
2. Classification: : Group-4 : Technical
3. Scale of Pay: : Rs 600-35-670-40-870-
45-1050-50-1250/-
4. Whether Selection or Non-selection post: : Selection
5. Method of recruitment whether by direct recruitment or by promotion: : By promotion failing which direct recruitment.
6. Age limit for direct recruits : Below 32 years
7. Educational and other qualifications required for direct recruitment only: : Essential: (i) H.S./S.F. or Equivalent plus L.E.E. failing recognised diploma/training of 3 years in A.C. Plant and Refrigeration from an institution recognised by Council of Technical Education. (ii) 5 years experience in servicing and maintenance of A.C. Plant and refrigeration equipment.
Desirable: Knowledge of electrical circuits and motors.
8. Period of probation: : 1 year
9. Whether age and qualification prescribed for the direct recruits will apply in the case of promotees: : Age - No.
Qualification - Yes.
10. In case of recruitment by promotion grades from which promotion to be made: : Tech.Asstt (A.C.Plant) with 10 years service in the grade.
11. Composition of Selection Committee: : (i) Director - (Chairman) or his nominee
(ii) RSIC - in - Charge
(iii) Outside Expert
(iv) Workshop Supdt
(v) Registrar
12. Duties: : To supervise and also to perform work connected with the operation and maintenance of A.C.Plant in the RSIC and such other duties as may be assigned from time to time by the competent authority.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Artist-cum-Photographer
2. Classification : Group-4 : Technical
3. Scale of Pay : Rs. 550-30-700-35-770-40-890-45-1100/-
4. Whether selection or non-selection post : n.a.
5. Method of recruitment whether by direct recruitment or by promotion : By direct recruitment.
6. Age limit for direct recruits : Below 32 years
7. Educational and other qualifications required for direct recruits only :
 - Essential :
 - i) HS/SF or equivalent plus Diploma in Arts/Photography from a recognised institution.
 - ii) 3 years exp. in photography including developing, printing enlarging, copying, preparation of slides, designing, making sketch, making blocks etc. etc.
 - Desirable :
 - Knowledge of commercial paintings, previous exp. in similar capacity.
8. Period of probation : 1 year.
9. Whether age and educational qualifications proscribed for the direct recruits will apply in the case of promotees. : n.a.
10. In case of recruitment by promotion grades from which promotion to be made. : n.a.
11. Composition of Selection Committee :
 - i) Director(Chairman) or his nominee
 - ii) One Expert to be nominated by the Director
 - iii) 1 member of the Academic staff
 - iv) Registrar (Secretary)
12. Duties : Drawing sketches of specimens for publication or display, sketching plants, maps, charts diagrams, taking, developing, printing, photographs, making microphotographs from slides for publication and display, preparing slides etc. and such other duties as assigned from time to time.

* Selection to be made through trade test.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Sr. Lab. Assistant (Also designated as Tech. Asstt)
2. Classification : Group-4 : Technical
3. Scale of Pay : Rs. 550-30-700-35-770-40-890
-45-1160/-
4. Whether selection or non-selection post : Selection.
5. Method of recruitment whether by direct recruitment or by promotion : By promotion, failing which direct recruitment.
6. Age limit for direct recruits : Below 32 years.
7. Educational and other qualifications required for direct recruits only : Essential :
i) Science Graduate of a recognised University with combination of subjects required
ii) 7 years experience in laboratory work to be specified.
Desirable :
Ability of recording scientific data and maintaining scientific instruments.
8. Period of probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : Age : No.
Qualification : As in the base post of Jr. Lab. Asstt.
10. In case of recruitment by promotion grades from which promotion to be made : Jr. Lab. Asstt. with 10 years service in the grade.
11. Composition of Selection Committee : i) Director (Chairman) or his nominee
ii) Chairman of the Dept./ Section-in-Charge concerned
iii) Academic Staff in-charge of Laboratory
iv) Registrar (Secretary)
12. Duties : To work in the Laboratory and assist in research activities, preparing laboratory reports and such other duties as assigned from time to time.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Sr. Field Assistant.
2. Classification : Group-4 : Technical
3. Scale of Pay : Rs. 550-30-700-35-770-40-890-45-1160/-
4. Whether selection or non-selection post : Selection.
5. Method of recruitment whether by direct recruitment or by promotion. : By promotion failing which direct recruitment.
6. Age limit for direct recruits : Below 32 years.
7. Educational and other qualifications required for direct recruits only. :
 - Essential :
 - i) Science graduate with Botany as one of the subjects or Graduate in Agriculture.
 - ii) 7 years experience in Agricultural Field work.
 - Desirable :
 - i) Training and experience in Horticulture
 - ii) Ability of recording scientific data.
8. Period of probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees. :
 - Age : No.
 - Qualification : Yes as in the base post of Jr. Field Asstt.
10. In case of recruitment by promotion grades from which promotion to be made. : Jr. Field Asstt. with 10 yrs. service in the grade.
11. Composition of Selection Committee :
 - i) Director (Chairman) or his nominee
 - ii) Chairman, Botany Dept.
 - iii) A member of Academic staff.
 - iv) One Outside Expert to be nominated by the Director.
 - v) Registrar (Member-Secretary)
12. Duties : Lay out of the experimental farms/gardens, their maintenance, proper functioning, progress and developments. Preparing reports and such other duties as assigned to him from time to time.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Technical Assistant
(Electrical)
2. Classification : Group-4 : Technical
3. Scale of Pay : Rs. 550-30-700-35-770-40-890
-45-1160/-
4. Whether selection or non-selection post : Selection.
5. Method of recruitment whether by direct recruitment or by promotion : By promotion failing which direct recruitment.
6. Age limit for direct recruits : Below 32 years.
7. Educational and other qualifications required for direct recruits only :

Essential :
 - i) HS/SF or equivalent plus L.E.E., failing 3 years training recognised by the Council of Technical Education or equivalent
 - ii) 3 years experience of work in the line with Electrical Supervisory licence.Desirable :

Experience of repair and maintenance of electrical machine and installations.
8. Period of probation : 1 year
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of the promotees. : Age : No.
Qualification : Yes.
10. In case of recruitment by promotion grades from which promotion to be made : Sr. Mechanic (Refrigeration) with 10 years service in the grade.
11. Composition of Selection Committee :
 - i) Director (Chairman) or his nominee
 - ii) One Expert to be nominated by the Director
 - iii) Workshop Superintendent
 - iv) Registrar (Secretary)
12. Duties : To perform electrical work as assigned from time to time.

* Selection to be made through trade test.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Technical Assistant
(Mechanical Workshop)
2. Classification : Group-4 : Technical
3. Scale of Pay : Rs. 550-30-700-35-770-40-890-
45-1160/-
4. Whether selection or non-
selection post : Selection.
5. Method of recruitment : By promotion, failing which
whether by direct recruitment or by promotion : direct recruitment.
6. Age limit for direct recruits : Below 32 years.
7. Educational and other : Essential :
qualifications required i) HS/SF or equivalent plus
for direct recruits only L.M.E. failing 3 years training from a recognised
institution.
ii) 3 years experience in
workshop practice in the
trade to be specified
Desirable :
Experience in handling of
different machine in a
workshop.
8. Period of probation : 1 year.
9. Whether age and educational : Age : No.
qualifications prescribed for : Qualification : Yes.
the direct recruits will
apply in the case of promotees
10. In case of recruitment by : Sr. Mechanic (Refrigeration)
promotion grades from which with 10 years service in the
promotion to be made grade.
11. Composition of Selection : i) Director (Chairman) or his
Committee nominee
ii) One Expert to be nominated by the Director.
iii) Workshop Superintendent
iv) Registrar (Secretary).
12. Duties : To perform mechanical jobs
and such other duties as
assigned to him from time
to time.

* Selection to be made through trade test.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Technical Asstt. (Electronics)
2. Classification : Group-4 : Technical
3. Scale of Pay : Rs. 550-30-700-35-770-40-890-45-1160/-
4. Whether selection or non-selection post : Selection.
5. Method of recruitment whether by direct recruitment or by promotion : By direct recruitment.
6. Age limit for direct recruits : Below 32 years.
7. Educational and other qualifications required for direct recruits only : Essential :
 - i) B.Sc. with Physics (Hons) or HS/SF or equivalent plus L.E.E. failing 3 years training in electronics recognised by a Council of Technical Education or equivalent
 - ii) 3 years experience in servicing, maintenance, repair and operation of electronic instruments.

Desirable :
Familiarity with service and maintenance of scientific instruments.
8. Period of probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees. : n.a.
10. In case of recruitment by promotion grades from which promotion to be made : n.a.
11. Composition of Selection Committee :
 - i) Director (Chairman)
 - ii) Chairman of the Dept. of Physics/Bio-Physics.
 - iii) Workshop Superintendent
 - iv) One Outside Expert nominated by the Director.
 - v) Registrar (Member-Secretary).
12. Duties : To perform technical work in laboratory/workshop etc. and any other duty assigned from time to time.

* Selection to be made through trade test.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Technical Asstt (Refrigeration)
2. Classification : Group-4 : Technical
3. Scale of Pay : Rs. 550-30-700-35-770-40-890-45-1160/-
4. Whether selection or non-selection post : Selection.
5. Method of recruitment whether by direct recruitment or by promotion : By promotion, failing which direct recruitment.
6. Age limit for direct recruits : Below 32 years.
7. Educational and other qualifications required for direct recruits only :
 - Essential :
 - i) HS/SF or equivalent plus LME failing 3 yrs. training in Refrigeration from a recognised institute.
 - ii) 3 years experience in servicing and maintenance of refrigeration equipment.
 - Desirable :
 - Knowledge of electrical circuits and motors.
8. Period of probation : 1 year
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees. : Age.: No.
Qualification : Yes.
10. In case of recruitment by promotion grades from which promotion to be made : Sr. Mechanic (Refrigeration) with 10 years service in the grade.
11. Composition of Selection Committee :
 - i) Director (Chairman) or his nominee
 - ii) Workshop Superintendent
 - iii) One Expert to be nominated by the Director
 - iv) Registrar (Secretary)
12. Duties : To do refrigeration and air-conditioning duties as may be assigned from time to time.

* Selection to be made through trade test.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Technical Asstt. (Glass Blowing)
2. Classification : Group-4 : Technical
3. Scale of Pay : Rs. 550-30-700-35-770-40-890-45-1160/-
4. Whether selection or non-selection post : n.a.
5. Method of recruitment whether by direct recruitment or by promotion : By direct recruitment.
6. Age limit for direct recruits : Below 32 years.
7. Educational and other qualifications required for direct recruits only : Essential :
 - i) H.S./S.F. or equivalent.
 - ii) Plus proficiency certificate from a recognised institution or experience of work in the line for 5 years.

Desirable : Experience in scientific/technical institution or in glass-blowing workshop.
8. Period of probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees. : n.a.
10. In case of recruitment by promotion grades from which promotion to be made. : n.a.
11. Composition of Selection Committee :
 - i) Director (Chairman)
 - ii) One member of the Academic Staff to be nominated by the Director
 - iii) Workshop Suptd.
 - iv) Registrar (Secretary)
12. Duties : Preparing Laboratory instruments as per designs/sketch, remodelling laboratory apparatus etc. and such other duties as assigned from time to time.

* Selection to be made through trade test.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Technical Assistant
(Air Conditioning Plant
Operating)
2. Classification : Group-4 : Technical
3. Scale of Pay : Rs. 550-30-700-35-770-40-
890-45-1160/-
4. Whether selection or non-
selection post : Selection.
5. Method of recruitment
whether by direct recruit-
ment or by promotion : By direct recruitment.
6. Age limit for direct
recruits : Below 32 years.
7. Educational and other
qualifications required for
direct recruits only : Essential :
i) SF/HS or equivalent plus
LME failing training of
3 years in Air-condition
Plant & Refrigeration from
a recognised institution.
ii) 3 years experience in
servicing and maintenance
of A.C. Plant & Refrigo-
ration equipments.
Desirable :
Knowledge of electrical
circuits and motors.
8. Period of probation : 1 year.
9. Whether age and educational
qualifications prescribed
for the direct recruits will
apply in the case of promo-
tees : n.a.
10. In case of recruitment by
promotion grades from which
promotion to be made : n.a.
11. Composition of Selection
Committee : i) Director (Chairman)
ii) Workshop Superintendent
iii) One Expert to be nomi-
nated by the Director
iv) Head of Sec. concerned
v) Registrar (Secretary)
12. Duties : To do all air-conditioning
and refrigeration duties as
may be assigned to him and
any other duty assigned
from time to time.

"* Selection to be made through trade test.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Draftsman
2. Classification : Group-4 : Technical
3. Scale of Pay : Rs. 500-25-550-30-700-35-770-40-1010-45-1100/-
4. Whether selection or non-selection post : n.a.
5. Method of recruitment whether by direct recruitment or by promotion : By direct recruitment.
6. Age limit for direct recruits : Below 32 years.
7. Educational and other qualifications required for direct recruits only :
 - Essential : i) H.S./S.F. or equivalent plus Draftsmanship certificate/Diploma from a recognized institution with 5 years experience.
 - Desirable : L.M.E. with experience in mechanical and civil drawings, charts, graphs etc.
8. Period of probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : n.a.
10. In case of recruitment by promotion grades from which promotion to be made. : n.a.
11. Composition of Selection Committee :
 - i) Director (Chairman) or his nominee
 - ii) One Expert to be nominated by the Director
 - iii) Workshop Superintendent
 - iv) Registrar (Secretary)
12. Duties : To do all drawing work in civil or mechanical line as required and to maintain, upkeep the drawings, making charts, graphs, structures etc.

* Selection to be made through trade test.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Jr. Lab. Assistant.
2. Classification : Group - 4 : Technical
3. Scale of Pay : Rs. 450-25-625-30-805-35-910-45-1000/
4. Whether Selection or Non-selection Post : n.a.
5. Method of recruitment whether by direct recruitment or by promotion : By direct recruitment.
6. Age limit for direct recruits : Below 30 years.
7. Educational and other qualifications required for direct recruits only : Essential :
 - i) Science graduate with required combination of subjects.
 - ii) Experience in laboratory workDesirable :
 - i) Diploma in laboratory technicianship.
 - ii) Basic knowledge of electrical circuits.
8. Period of Probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : n.a.
10. In case of recruitment by promotion grades from which promotion to be made : n.a.
11. Composition of Selection Committee :
 - i) Director or his nominee.
 - ii) Chairman of the Dept./Head of Section.
 - iii) Staff in-charge of Lab.
 - iv) Registrar (member-Secretary)
12. Duties : To do laboratory work as assigned to him and such other duty assigned from time to time.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Jr. Field Assistant
2. Classification : Group - 4 : Technical
3. Scale of Pay : Rs. 450-25-625-30-805-35-910-45-1000/-
4. Whether Selection or Non-selection Post : n.a.
5. Method of recruitment whether by direct recruitment or by promotion : By Direct recruitment.
6. Age limit for direct recruits : Below 30 years.
7. Educational and other qualifications required for direct recruits only : Essential :
 - i) Science graduate with Botany as one of the subjects or graduate in Agriculture.
 - ii) Experience in agricultural field work.

Desirable :

 - i) Training and experience in Horticulture.
 - ii) Ability of recording scientific data.
8. Period of Probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : n.a.
10. In case of recruitment by promotion grades from which promotion to be made : n.a.
11. Composition of Selection Committee :
 - i) Director or his nominee.
 - ii) Chairman of the Botany Deptt.
 - iii) A member of the Academic Staff.
 - iv) Outside Expert.
 - v) Registrar (member-Secretary).
12. Duties : To work and assist in experimental farm of the Institute and in the Laboratory and such other duties as assigned to him from time to time.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Jr. Overseer-cum-Caretaker
2. Classification : Group-4 : Technical
3. Scale of Pay : Rs. 450-25-625-30-805-35-910-45-1000/-
4. Whether selection or non-selection post : n.a.
5. Method of recruitment whether by direct recruitment or by promotion : By direct recruitment
6. Age limit for direct recruits : Below 30 years.
7. Educational and other qualifications required for direct recruits only :

Essential :
i) H.S/S.F. or equivalent
ii) L.C.E. or equivalent from a recognised institution.

Desirable :
Experience of work in the line as sub-overseer and caretaker in reputed organisation.
8. Period of probation : 1 year
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees. : n.a.
10. In case of recruitment by promotion grades from which promotion to be made. : n.a.
11. Composition of Selection Committee :

i) Director (Chairman) or his nominee
ii) One Expert to be nominated by the Director.
iii) Workshop Superintendent
iv) Overseer
v) Registrar (Member-Secretary)
12. Duties : Looking after general cleaning supervising malis, watch-and-ward, carpenters, labourers, durwans, plumbers, gardening. Construction and maintenance & jobs of buildings, remodelling, renovating and minor repair work and such other duties as assigned to him from time to time.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Senior Mechanic (Mechanical, Electrical & Refrigeration).
 2. Classification : Group - 4 : Technical.
 3. Scale of Pay : Rs. 450-25-625-30-805-35-910-45-1000/-
 4. Whether Selection or Non-selection Post : Selection.
 5. Method of recruitment whether by direct recruitment or by promotion : By promotion failing which by direct recruitment.
 6. Age limit for direct recruits : Below 30 years.
 7. Educational and other qualifications required for direct recruits only : Essential :
 - i) S.F./H.S./P.U. plus LME/LEE, failing 3 years training recognised by Council of Technical Education or equivalent.
 - ii) 3 years experience in workshop practice, Supervising and repair of various workshop machines.
 - iii) For Electrical - Licence ^{for} HT & LT.

/Supervisor's Desirable :

 - i) Experience of work in a scientific organisation.
 8. Period of Probation : 1 year.
 9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : Age - No.
Qlfn. - Must be S.F./H.S./P.U. pass or equivalent. For Electrical-Supervisor's Licence for HT<
 10. In case of recruitment by promotion grades from which promotion to be made : Mechanic with 10 years service in the grade of Rs. 400 - 900/-.
 11. Composition of Selection Committee :
 - i) Director or his nominee.
 - ii) Workshop Superintendents.
 - iii) Registrar (Secretary).

Director may order co-option of suitable person(s) as additional member(s).
 12. Duties :

Mechanical - Operating various workshop machines, Tool room work, Fabrication, repair and maintenance of instruments and machines, supervising the works of Junior Mechanics.

Electrical - Electrical installations work, maintenance and repair of electrical installations, Switch Gear, Motors, Fans, and instruments, Supervising the works of Junior Mechanics.

Refrigeration - Maintenance and repair of Aircondition machines and equipments and their installations. Supervising the work of Junior Mechanics.
- * For all categories -
And such other jobs
as may be assigned
from time to time.

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**RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE**

1. Name of Post : Mechanic (Mechanical, Electrical, Refrigeration and Carpentry).
2. Classification : Group - 4 : Technical.
3. Scale of Pay : Rs. 400-15-430-20-530-25-655-30-865-35-900/-.
4. Whether Selection or Non-selection Post : Non-Selection.
5. Method of recruitment whether by direct recruitment or by promotion : By promotion failing which by direct recruitment.
6. Age limit for direct recruits : Below 30 years.
7. Educational and other qualifications required for direct recruits only : Essential :
 - i) S.F./H.S./P.U. or equivalent.
 - ii) Proficiency Certificate from a recognised Institute in the trade (to be specified)
 - iii) 3 years experience in the trade (to be specified).
 - iv) In case of Electrical - Wireman Licence.Desirable :
 - i) Experience of work in a scientific organisation.
8. Period of Probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : No.
10. In case of recruitment by promotion grades from which promotion to be made : Junior Mechanic with 10-years service in the grade of Rs. 375 - 800/-
11. Composition of Selection Committee :
 - i) Director or his nominee.
 - ii) Workshop Superintendents.
 - iii) Registrar (Secretary).
 Director may order co-option of suitable person(s) as additional member(s)
12. Duties :

Mechanical - Operating workshop machines, filing & fitting work, repair of machines, pumps, sheet metal work, electric & gas welding, brazing, soldering, instrument repair, including clock work etc.

Electrical - Electric Wiring, Maintenance and repair of electrical installation fans, motors, starters etc.

Refrigeration - Maintenance and repair of airconditioning machines, Room coolers, Refrigerators, Deep freezers etc.

Carpentry - Making various types special wooden furniture, gadgets and pattern making.

And to attend to such other duties as may be assigned from time to time.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Nurse
2. Classification : Group - 4 : Technical
3. Scale of Pay : Rs. 400-15-430-20-530-25-655-30-865-35-900/..
4. Whether Selection or Non-selection Post : n.a.
5. Method of recruitment whether by direct recruitment or by promotion : By direct recruitment.
6. Age limit for direct recruits : Below 20 years.
7. Educational and other qualifications required for direct recruits only : Essential :
 - i) S.F. pass or equivalent.
 - ii) Trained Junior Nurse recognised by State Government.Desirable :
 - i) 2 years experience as a Nurse.
8. Period of Probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : n.a.
10. In case of recruitment by promotion grades from which promotion to be made : n.a.
11. Composition of Selection Committee :
 - i) Director or his nominee (Chairman)
 - ii) Medical Officer, Bose Institute.
 - iii) Outside expert.
 - iv) Registrar (member-Secretary).
12. Duties : To assist Medical Officer, Bose Institute in medical examination of cases and to attend to such other duties as may be assigned from time to time.

RECRUITMENT RULES FOR THE
POSTS OF THE BCSE INSTITUTE

1. Name of Post : Compounder
2. Classification : Group - 4 : Technical
3. Scale of Pay : Rs. 400-15-430-20-530-25-655-300-865-35-900/-.
4. Whether Selection or Non-selection Post : n.a.
5. Method of recruitment whether by direct recruitment or by promotion : By direct recruitment.
6. Age limit for direct recruits : Below 28 years.
7. Educational and other qualifications required for direct recruits only : Essential :
 - i) S.F. pass or equivalent.
 - ii) Qualified Pharmacist registered under Pharmacy Act.Desirable :
 - i) 2 years experience of work as a Compounder/Pharmacist.
8. Period of Probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : n.a.
10. In case of recruitment by promotion grades from which promotion to be made : n.a.
11. Composition of Selection Committee :
 - i) Director or his nominee (Chairman)
 - ii) Medical Officer, Bose Institute.
 - iii) Outside expert
 - iv) Registrar (member-Secretary).
12. Duties : To perform usual duties of a Compounder/Pharmacist, to assist the Institute's Medical Officer and such other duties as assigned from time to time.

*Selection to be made through trade test wherever applicable.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Junior Mechanic (Mechanical, Electrical, Refrigeration & Carpentry):
2. Classification : Group - 5 : Auxiliary
3. Scale of Pay : Rs. 375-15-480-20-600-25-800/-
4. Whether Selection or Non-selection Post : n.a.
5. Method of recruitment whether by direct recruitment or by promotion : By direct recruitment.
6. Age limit for direct recruits : Below 28 years.
7. Educational and other qualifications required for direct recruits only : Essential :
 - i) Class VIII pass.
 - ii) Proficiency Certificate from a recognised Institute in the trade (to be specified).
 - iii) In case of Electrical, Wireman Licence.

Desirable :

 - i) S.F. pass.
 - ii) 5 years experience of work in the trade (to be specified).
8. Period of Probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : n.a.
10. In case of recruitment by promotion grades from which promotion to be made : n.a.
11. Composition of Selection Committee :
 - i) Director or his nominee.
 - ii) Workshop Superintendents.
 - iii) Registrar (Secretary).

Director may order co-option of suitable person(s) as member(s) in addition.
12. Duties :

Mechanical - Operating workshop machines, filing & fitting work, repair of machines, pumps, sheet metal work, electric & gas welding, brazing, soldering, instrument repair, including clock work etc.

Electrical - Electric wiring, maintenance and repair of electrical installation fans, motors, starters etc.

Refrigeration - Maintenance and repair of airconditioning machines, Room Coolers, Refrigerators, deep freezers etc.

Carpentry - Making various types special wooden furniture, gadgets and pattern making. *

As to attend to such other jobs, as may be assigned from time to time.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Driver-cum-mechanic.
2. Classification : Group - 5 : Auxiliary.
3. Scale of Pay : Rs. 375-15-480-20-600-25-800/-
4. Whether Selection or Non-selection Post : n.a.
5. Method of recruitment whether by direct recruitment or by promotion : By direct recruitment.
6. Age limit for direct recruits : Below 28 years.
7. Educational and other qualifications required for direct recruits only : Essential :
 - i) Class VIII pass.
 - ii) Must possess a driving licence for light & heavy motor vehicle.
 - iii) Driving experience for at least 5 years.
 - iv) Ability to do minor/simple repair in an automobile.

Desirable :

 - i) Certificate in automobile mechanic.
8. Period of Probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : n.a.
10. In case of recruitment by promotion grades from which promotion to be made : n.a.
11. Composition of Selection Committee :
 - i) Registrar (Chairman).
 - ii) Expert
 - iii) A member of the Academic Staff.
 - iv) Workshop Supdt. (member-Secretary)
12. Duties : Driving of motor vehicles of the Institute as called for and minor roadside repair.

* Selection to be made through trade test.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Plumber
2. Classification : Group - 5 : Auxiliary
3. Scale of Pay : Rs. 375-15-480-20-600-25-800/-.
4. Whether Selection or Non-selection Post : Non-selection.
5. Method of recruitment whether by direct recruitment or by promotion : By promotion failing by direct recruitment.
6. Age limit for direct recruits : Below 28 years.
7. Educational and other qualifications required for direct recruits only : Essential :
 - i) Class VIII pass.
 - ii) Plumbing certificate from a recognised Institution.
 - iii) 5 years experience in plumbing work.Desirable :
 - i) S.F. pass or equivalent.
8. Period of Probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : No.
10. In case of recruitment by promotion grades from which promotion to be made : Plumber (Jr.) with 10 years service in the scale of Rs. 350-700/-.
11. Composition of Selection Committee :
 - i) Registrar (Chairman).
 - ii) Overseer,
 - iii) Workshop Supdt.
 - iv) Asstt. Registrar (member-Secy.)
12. Duties : To attend to all types of plumbing work as required and to such other duties as may be assigned from time to time.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Jr. Plumber
2. Classification : Group-5 : (Auxiliary)
3. Scale of Pay : Rs. 350-10-410-15-500-20-700/-
4. Whether selection or non-selection post : n.a.
5. Method of recruitment whether: By direct recruitment.
by direct recruitment or by promotion.
6. Age limit for direct recruits : Below 28 years.
7. Educational and other qualifications required for direct recruits only. : Essential :
i) Class VIII pass.
ii) Plumbing certificate from a recognised institution.
Desirable :
i) S.F. pass or equivalent.
ii) Experience in plumbing work.
8. Period of probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees. : n.a.
10. In case of recruitment by promotion grades from which promotion to be made. : n.a.
11. Composition of Selection Committee : i) Registrar (Chairman)
ii) Overseer, (iii) Workshop Supdt.
iv) Asstt. Registrar
(Member- Secretary)
12. Duties : To attend to all types of plumbing work as required and to such other duties as may be assigned from time to time.

* Selection to be made through trade test wherever applicable.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Duftry
2. Classification : Group - 5 : Auxiliary
3. Scale of Pay : Rs. 350-10-410-15-500-20-700/-
4. Whether Selection or Non-selection Post : Non-selection
5. Method of recruitment whether by direct recruitment or by promotion : By promotion failing which direct recruitment.
6. Age limit for direct recruits : Below 28 years.
7. Educational and other qualifications required for direct recruits only : Essential :
 - i) Class VIII pass.
 - ii) 3 years experience in binding, filing, keeping office records, etc.Desirable :
 - i) S.F. pass or equivalent.
 - ii) Knowledge of typing.
8. Period of Probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotion : Age - No.
Qlfn. - Yes.
10. In case of recruitment by promotion grades from which promotion to be made : Attenders with 10 years service in the grade of Rs. 325 - 600/-.
11. Composition of Selection Committee :
 - i) Registrar (Chairman)
 - ii) A representative from Deptt. Section
 - iii) Asstt. Registrar (member-Secy.)
12. Duties : To attend to binding of files/office records etc., filing of papers, keeping and maintaining office records etc.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Attender (Office/Laboratory/
Garden/Library/Workshop etc.)
2. Classification : Group - 5 : Auxiliary
3. Scale of Pay : Rs. 325-10-415-13-480-15-600/-.
4. Whether Selection or Non-selection Post : Non-selection.
5. Method of recruitment whether by direct recruitment or by promotion : By promotion failing which direct recruitment.
6. Age limit for direct recruits : Below 28 years.
7. Educational and other qualifications required for direct recruits only : Essential :
1) Class VIII pass.
ii) 3 years experience of work in the required line.
Desirable :
1) S.F. pass or equivalent.
8. Period of Probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotion : Age - No.
Qlfn. - Yes.
10. In case of recruitment by promotion grades from which promotion to be made : Auxiliary staff with 10 years service in the grade of Rs. 300-525/-.
11. Composition of Selection Committee :
1) Registrar (Chairman).
ii) A representative from Dept./Section concerned.
iii) Asstt. Registrar (member-Secy.)
12. Duties : To assist in research laboratories/office/other sections work including outdoor duties and cleaning of tables, apparatus, equipment etc., and such other duties as may be assigned from time to time.

RECRUITMENT RULES FOR THE
POSTS OF THE ROSE INSTITUTE

1. Name of post: : PAINTER
2. Classification: : Group-5 : Auxiliary
3. Scale of Pay: : Rs 325-10-415-13-480-15-600/-
4. Whether Selection or Non-selection post: : N.A.
5. Method of recruitment whether by promotion or by direct recruitment: : by direct recruitment
6. Age limit for direct recruits : Below 28 years
7. Educational and other qualifications required for direct recruits only : Essential
(i) Class VIII pass
(ii) Adequate experience in painting of building/woodwork/equipments. Knowledge of spray painting.

Desirable: S.F. Pass and knowledge of polishing.
8. Period of probation: : 1 year
9. Whether age and Educational qualifications prescribed for the direct recruits will apply in the case of promotees: N.A.
10. In case of recruitment by promotion grades from which promotion to be made: : N. A.
11. Composition of Selection Committee: **
(i) Registrar - (Chairman)
(ii) Asstt. Registrar (Secretary)
(iii) Workshop Supdt.
(iv) Overseer
12. Duties: : To do all painting/polishing work of building/furniture/equipments etc. and to perform such other duties as may be assigned from time to time by the competent authority.

** Selection to be made through Trade Test

RECRUITMENT RULES FOR THE
POSTS OF THE DOSE INSTITUTE

1. Name of Post : MASON
2. Classification : Group-5 : Auxiliary
3. Scale of Pay : Rs 325-10-415-13-480-15-600/-
4. Whether Selection or Nonselection Post : N.A.
5. Method of recruitment whether by direct recruitment or by promotion : By direct recruitment
6. Age limit for direct recruits : Below 25 years
7. Educational and other qualifications required for direct recruits only : Essential: Class viii pass; 5 years experience in masonry work.
Desirable: Knowledge of painting work.
8. Period of probation : 1 Year
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : N.A.
10. In case of recruitment by promotion grades from which promotion to be made : N.A.
11. Composition of Selection Committee : Director (Chairman) or his nominee.
ii) Workshop Supdt/Civil Engr.
iii) Overseer
iv) Asstt. Registrar (Secretary)
12. Duties : To do all masonry and repair work and such other duties as may be assigned from time to time.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Peon/Bearer/Watchman/Mali etc.
(all other auxiliary staff except Safaiwala).
2. Classification : Group - 5 : Auxiliary
3. Scale of Pay : Rs. 300-6-324-8-364-10-434-13-525/-
4. Whether Selection or Non-selection Post : n.a.
5. Method of recruitment whether by direct recruitment or by promotion : Direct.
6. Age limit for direct recruits : Below 28 years.
7. Educational and other qualifications required for direct recruits only : Essential :
1) Class VIII pass.
Desirable :
i) S.F. pass or equivalent.
ii) Experience of work in the required line.
8. Period of Probation : 1 year.
9. Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees : n.a.
10. In case of recruitment by promotion grades from which promotion to be made : n.a.
11. Composition of Selection Committee :
i) Registrar (Chairman).
ii) A representative of the Department/Section concerned.
iii) Asstt. Registrar (member-Secy.)
12. Duties : To attend to all types of auxiliary work as required in the Office/Laboratory/Garden/Watch-and-Ward duties etc., and such other duties as may be assigned from time to time.

RECRUITMENT RULES FOR THE
POSTS OF THE BOSE INSTITUTE

1. Name of Post : Safaiwala.
2. Classification : Group -5 : Auxiliary
3. Scale of Pay : Rs. 300-6-324-8-364-10-434-13-525/-
4. Whether selection or non-selection post : n.a.
5. Method of recruitment whether: By direct recruitment.
by direct recruitment or by promotion.
6. Age limit for direct recruits : Below 28 years.
7. Educational and other qualifications required for direct recruits only. : Essential :
i) Experience in sweeping and cleaning work
Desirable :
i) Ability to read and write.
8. Period of probation : 1 year.
9. Whether age and educational qualifications proscribed for the direct recruits will apply in the case of promotees. : n.a.
10. In case of recruitment by promotion grades from which promotion to be made. : n.a.
11. Composition of Selection Committee : i) Registrar (Chairman)
ii) Overseer
iii) Asstt. Registrar (member-Secretary).
12. Duties : Sweeping and cleaning of office buildings in general, office rooms, laboratories, bath rooms and lavatories, etc. and such other duties as may be assigned to him from time to time.