

Bose Institute
P-1/12, C.I.T. Scheme VIIM
Kankurgachi, Kolkata-700 054

ADVT. NO. : BI/NON-ACA/13/2009-10

The Director, Bose Institute, Kolkata, invites applications on plain paper from Indian Citizens for the following posts in the Pay Band with Grade Pay mentioned against each plus DA & other allowances as admissible to Central Govt. employees posted in Kolkata. The PF and other retirement benefits will be as per New Pension Scheme as admissible to Central Govt. employees recruited on or after 01.01.2004.

- 1 Superintendent** :: 01 post (UR)
(Pay Band: Rs.9300-34800/- with Grade Pay Rs.4600/-)

Age :: Below 35 years

Essential qualification :: i) Graduate of a recognized University
ii) 07 years experience in Govt. Offices or reputed Organizations in establishment and also of accounts/budget work

Desirable qualification :: i) Knowledge of Fundamental & Supplementary Rules and Other Rules of Civil Administration
ii) Experience in preparing administrative reports
- 2. Accountant** :: 01 post (UR)
(Pay Band: Rs.9300-34800/- with Grade Pay Rs.4600/-)

Age :: Below 35 years

Essential qualification :: i) Graduate of a recognized University,
ii) Knowledge of accounts/budget , income-tax, pension etc.
iii) Experience of cash and 07 years experience in Govt. offices or reputable organization.

Desirable qualification :: i) Diploma/Certificate in Accounts.
ii) Experience of work in research/scientific organization
- 3. Publication Assistant** :: 01 post (UR)
(Pay Band: Rs.9300-34800/- with Grade Pay Rs.4200/-)

Age :: Below 32 years

Essential qualification :: i) Graduate of a recognized University
ii) 05 years experience in proof-reading and publications of journals
iii) Knowledge of Computer

Desirable qualification :: i) Certificate of training in press composition, proof- reading etc. from a recognized institution.
ii) Experience of work connected with publication and printing of scientific/technical matters.
- 4. Senior Assistant** :: 04 posts (UR-3 & OBC-1)
(Pay Band: Rs.9300-34800/- with Grade Pay Rs.4200/-)

Age :: Below 32 years relaxable by 03 yrs. for OBC

Essential qualification :: i) Graduate of a recognized University
ii) 05 years experience in office/accounts work
iii) Experience in noting, drafting and capable of doing office work using Computer.

Desirable Qualification :: i) Experience in establishment/budget & accounts work, preparation of bills, reports. Handling press matters.
ii) Knowledge of procedures, rules and regulations in civil administration/accounts and knowledge of Computer.

- 5 **Jr. Library Assistant** :: 02 posts (UR)
(Designation likely to be changed) (Pay Band: Rs.9300-34800/- with Grade Pay Rs.4200/-)
- Age :: Below 30 years
- Essential qualification :: i) Graduate of a recognized University
ii) Degree or Diploma in Library Science
- Desirable qualification :: i) 02 years experience of work in a good library and knowledge of of computer
- 6 **Jr. Laboratory Assistant** :: 13 posts (UR-7, SC-2, ST-1 & OBC-3)
(Designation likely to be changed) (Pay Band: Rs.9300-34800/- with Grade Pay Rs.4200/-)
- Age :: Below 30 years relaxable by 5 yrs for SC/ST and 3 yrs. for OBC
- Essential qualification :: i) Science Graduate of a recognized University,
ii) Experience in Laboratory work
- Desirable qualification :: i) Diploma in laboratory technicianship
ii) Basic knowledge of electrical circuits.
- 7 **Software Programmer** :: 1 post (UR)
(Pay Band: Rs.15600-39100/- with Grade Pay Rs.5400/-)
- Age :: Below 35 years
- Essential qualification :: i) B.E./B.Tech/M.Tech. in Computer Science and Engineering/MCA/M.Sc. (Computer Science)
- Desirable qualification :: i) 02 years experience as Project Leader out of which at least one year experience in using Red Hat Linux, Shell Programming, MySQL, PHP, Apache Web Server, Windows.

Application giving full bio-data of the candidates with a passport size photograph affixed on the right hand top corner of the application containing the following particulars along with copies of certificates and testimonials should be submitted to the office of the Registrar at the above address latest by **31.08.2009**, superscribing the post applied for on the top of the envelop.

- 1) Name of the post applied for 2) Name of candidate in block letters 3) Father's/Husband's Name 4) Date of birth 5) Present and Permanent address 6) Whether belonging to SC/ST/OBC 7) Details of Academic qualification with the year of passing and percentage of marks obtained from H.S. onwards 8) Details of previous employment giving name of the employer, post held, period of service, salary etc.

Those who are already in employment in any Government/Semi Govt./Public Sector/Undertaking organizations should apply through proper channel.

The Institute Authority reserves the right to reject any/all applications without assigning any reason what-so-ever.

(T.K. Ghorui)
REGISTRAR