

S.N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES

Block JD, Sector III, Salt Lake, Kolkata 700 106

Website: www.bose.res.in

ADVERTISEMENT

SNB/Advt./24-25/003

5th October, 2024

The S.N. Bose National Centre for Basic Sciences, an autonomous organization under the Department of Science and Technology, Government of India, invites applications from Indian nationals for appointment in the unreserved position of ‘**Guest House Assistant**’ – **1 No.** with pay in Level 2 in the Pay Matrix (Rs.19,900 – 63,200) on regular basis. Total gross emoluments (as per 7th CPC) at the beginning of the pay in the pay level is approximately Rs. 37,248/- per month.

Educational Qualifications:

Class XII passed or equivalent from a recognized Board or University. Knowledge of computer is essential.

Desirable : Graduate in any discipline.

Experience: Should be able to deal with all types of general clerical works including drafting of letters, office establishment work, filing and reference works, drafting letters and proceedings of meetings, office management, independently handling office correspondences etc. The candidate should possess good communication skill (speaking, reading & writing – both in English and Hindi). He/She should have experience of handling computers and web-based on-line data processing.

Age limit: 18 – 25 years as on the closing date of receipt of applications. Age should not exceed the limit as on the closing date of receipt of completed application.

General Instructions:

1. Age-relaxation will be as per Government of India Rules for SC/ST/OBC/PWD/Ex-Servicemen.
2. The Centre may shortlist candidates based on submitted applications. However, the prescribed essential qualifications/experience indicated is bare minimum and mere possession of the same will not entitle the candidates to be shortlisted. The decision of the Centre in this matter will be final.
3. The shortlisted candidates will be called to appear for a skill-cum-aptitude test.
4. If shortlisted, the candidates will be required to bring their last pay certificate.

The applications duly forwarded and signed by the Head of the Office, and sent along with attested copies of all relevant certificates and latest passport size photograph should

be sent to the **Registrar, S.N. Bose National Centre for Basic Sciences, Block JD, Sector-III, Salt Lake, Kolkata-700106** within **25TH October,2024 (Friday)**. The envelope should be superscribed with the words “**Application for the position of Guest House Assistant**”.

The applicant can send an advance copy of the application.

Incomplete applications will be rejected.

The prescribed application form and the details of the advertisement can be downloaded from the Centre's website:
<http://newweb.bose.res.in/InfoAnnouncements/JobOpenings.jsp>

Registrar

