

SAHA INSTITUTE OF NUCLEAR PHYSICS

1/AF, Bidhannagar, Kolkata-700 064.

Sub. : Recruitment of ASSISTANT ADMINISTRATIVE OFFICER-I (AAO-I) & ESTABLISHMENT OFFICER.

Saha Institute of Nuclear Physics (SINP), an autonomous Grant-in-Aid Institution under the administrative control of the Department of Atomic Energy, Government of India, is one of the premier Institutes of basic scientific research located in Kolkata. SINP is looking for dynamic and innovative **ASSISTANT ADMINISTRATIVE OFFICER - I (2 Posts) & ESTABLISHMENT OFFICER (1 Post)** as per details given below. The posts will be filled up on **DEPUTATION** basis.

Designation	Pay Level	Salary plus admissible allowance at the min. of Pay Level (approx.)
ASSISTANT ADMINISTRATIVE OFFICER-I (02-Posts)	7 as per 7thCPC	INR 79,053/- (approx.)
ESTABLISHMENT OFFICER (01-Post)	10 as per 7th CPC	INR 1,02,501/- (approx.)

The selected candidates will be entitled to draw D.A, H.R.A, and other allowances as per the rules of this Institute.

1. Post : ASSISTANT ADMINISTRATIVE OFFICER – I (Accounts/Pension/Audit/Salary) :

Essential qualifications & Experience : 5 (five) years of service at Level-6 in the same stream with an APAR score of 8 and above in each of the last five years.

Age Limit : **40 years** as on the closing date of receiving applications. Relaxation of age limit, if any, as per GOI rules.

Selection Procedure : The shortlisted candidates among eligible applicants meeting the requirements as per advertisement, usefulness of his/her expertise in the relevant field and essential qualifications, will be called for interview.

Desirable : Good knowledge of GOI rules, regulations and procedure in respect of service matters and general financial rules. The candidate should be well versed with the usage of computers for the preparation of accounts and other functional areas of accounts matters.

Job Description : The selected person will be responsible for running a smooth and efficient administration (accounts etc.).

2. Post : ESTABLISHMENT OFFICER :

Essential qualifications & Experience : 5 (five) years of service at Level-8 in the same stream with APAR score of 8 and above in each of the last five years.

Age Limit : **45 years** as on the closing date of receiving applications. Relaxation of age limit, if any, as per GOI rules.

Selection Procedure : The shortlisted candidates among eligible applicants meeting the requirements as per advertisement, usefulness of his/her expertise in the relevant field and essential qualifications, will be called for interview.

Desirable : MBA (Specialization in Human Resource Management). Good knowledge of GOI rules, regulations and procedure and well versed with the usage of computers for the preparation of relevant documents related to his/her field of work.

Job Description: The selected person will be responsible for running a smooth and efficient administration.

How to Apply :

Eligible and willing candidates whose services can be spared on selection from the Competent Authority along with the following documents may apply (**offline**) to SINP in prescribed format –**Annexure-I**, duly forwarded **through proper channel** :

1. Document in support of age (school passing certificate / admit card/passport).
2. Document in support of Educational qualifications & Experience certificate.
3. Photocopies of the APARs for the last five (5) years duly attested on each page by an officer Not below the level of Under Secretary or equivalent.
4. Forwarding letter from the employer indicating Vigilance Clearance.

Application through proper channel should reach SINP **by 30th June, 2023** with the requisite documents as mentioned above. Application enclosing the requisite documents has to be sent (by post) to **The Professor-in-Charge, Registrar's Office, Saha Institute of Nuclear Physics, 1/AF, Bidhannagar, Kolkata-700 064**. While sending the application form please write the "Post applied for" on the Envelope. Application received through proper channel after the last date of receiving application will be "**REJECTED**". Application without requisite documents will also be treated as "**REJECTED**".

GENERAL INSTRUCTION :

1. The period of deputation shall be of Three years.
2. The terms of deputation, including the pay and allowances shall be governed by the provisions laid down in the SINP/DoPT/GOI and other orders/guidelines issued in this regard from time to time.
3. All applicants must fulfil the eligibility conditions for the post and the other conditions stipulated in the advertisement as on date of receipt of the applications. They are advised to satisfy themselves before applying that they possess the essential qualifications and experience laid down for the post as on the last date of receipt of the applications.
4. While forwarding the application it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicant are correct.
5. Applications received after the last date/incomplete application shall not be entertained.

6. No correspondence will be entertained from the candidates regarding their selection / test / interview / appointment. Canvassing in any form will disqualify a candidate.
7. THE INSTITUTE RESERVES THE RIGHT TO FILL UP OR NOT FILL UP THE POSTS(S).
8. **Any subsequent amendments/modifications etc. on this matter will be notified in the Institute website <http://www.saha.ac.in> only which the interested candidates should visit frequently.**
9. No interim queries will be entertained.
10. The Institute will not be responsible for any postal delay.

Enclo. : Annexure-I (Application Format).

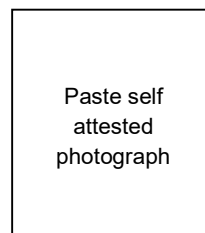
Closing date of receipt of application: 30th June, 2023

Advt.No.: SINP/Estt/Advt./06/2023

Date : 21.04.2023

Professor-in-charge, Registrar's Office

PROFORMA
CURRICULAM VITAE
(To be furnished in duplicate)



01. Advt. No. :
02. Post applied for. :
03. Name of the applicant (in block letters). :
04. Father's/Guardian's name. :
05. Date of birth (in Christian Era). :
06. Permanent address. :
07. Address for correspondence. (with e-mail & Mobile No.) :
08. Nationality. :
09. Religion. :
10. Gender :
11. Marital status. :
12. Place of birth and state. :
13. Whether belonging to SC/ST/OBC/PWD/
Ex-Serviceman. :

14. Educational Qualifications (Matric onwards). :

(Self-Attested photocopies of certificates to be enclosed).

Sl.No	Level	Exam passed/ Degree Trg.	Division/ Grade % of Marks	Year of Passing	Duration of the Degree/ Diploma	Board/ University	Subject	Subject of Specialisation

15. Other Qualifications/Training (Photocopies of certificates to be enclosed) :

16. Details of Employment, in chronological order. (including the present post held) starting from initial appointment.
Date of Declaration of EQ (Indicate day, month, year) :

Sl. No.	Office/ Orgn. with address & telephone No.	Post held	From	To	Total Period			Scale of Pay & Basic Pay (Pre- revised/revised)	Nature of duties (Please attach separate sheet if required)
					Years	Months	Days		

17. Additional information, if any, in support of your suitability for the post. :

(Please attach separate sheet)

18. Details of fees submitted :

DECLARATION

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. I further undertake that I shall not withdraw my candidature for the post applied for:

Place:

Date:

(Signature of the applicant)

Name _____

Details of enclosures:

1) _____

2) _____

3) _____

4) _____

5) _____

To be certified by the Cadre Controlling Authority/Employer

Certified that the particulars furnished by the officer are correct as per the records held in this office and no disciplinary/vigilance case is pending/contemplated against the officer and that no major/minor penalty has been awarded to him during the past 10 years and there is no doubt about the integrity of the officer.

(Name, Signature & Seal of the Cadre
Controlling Authority/Employer)

No. : _____

Date : _____