

BOSE INSTITUTE
P-/12, CIT SCHEME-VII-M
KOLKATA – 700054
ADVT. NO.: BI/NON-ACA/10/2016-17 Dated 17.08.2016

Bose Institute, Kolkata is a Central Autonomous Institute founded by Acharya Jagadish Chandra Bose in 1917. This is one of the premier Scientific Research Institutes in India. It is fully funded by the Department of Science & Technology, Ministry of Science of Technology, Government of India.

The Director, Bose Institute, Kolkata invites applications from bonafide Indian Citizens for the following posts. The posts carry DA & other allowances as admissible to a Central Government Employee posted in Kolkata other than Pay Band and Grade Pay mentioned against each post. PF & other retirement benefits will be regulated as per Central Government Rules. New Pension Scheme will be applicable for new entrants as well as those who joined the Government Service on or after 01.01.2004.

1. **Upper Division Clerk** : Four (04) Posts – (2 UR, 1 SC, 1 OBC)
- Pay Band + Grade Pay : PB-I (Rs. 5200-20200) + GP Rs. 2800/-
- Essential Qualification : i. Degree of a recognized University or equivalent.
ii. Good Knowledge of English and Computer Applications for office work.
iii. At least 03 (three) years working experience in Government/Semi Government or reputed organization.
- Desirable Qualification : i. Experience in noting, drafting, for office work.
ii. Knowledge of Office Procedure, Rules & Regulations of Central Government
- Age : Preferably below 27 years. Relaxable for Government Employees upto 40 years

INSTRUCTIONS TO CANDIDATES:

1. Up-to-date curriculum vitae of the applicant should be submitted as an attachment (as **pdf file** only) with the **online application** form so as to reach by 30-09-2016 till 15.00 hrs. (IST).
2. Only applications received online will be processed. Candidate should send the hard copy of the online application (with applicant's code which will be generated only after submitting the application) along with self attested copies of all certificates and testimonials so as to reach by 17-10-2016 till 15.00 hrs.(IST) to the office of the Registrar, Bose Institute, P-1/12 C.I.T Scheme VII- M, Kolkata - 700054. Applicants working under Govt./Semi Govt./Autonomous Organization should send the hard copy through proper channel.
3. The System will not accept any application after 15.00 hrs. (IST) on 30-09-2016.
4. Copies of Certificates/ Testimonials need not to be attached at this stage with the online application.
5. Eligibility criteria including the upper age limit will be reckoned on the last date of submission of application, i.e., on 30-09-2016.
6. The short-listed candidates will be intimated the date of written test/ interview at their respective email IDs. The list will also be available on this website. No individual letter to the candidates will be sent.
7. Before applying, the applicants should ensure that they possess at least the essential qualifications laid down for the post and other conditions stipulated in the advertisement. If a candidate is found not to be eligible, his candidature will be cancelled at any stage of the recruitment. (It may be noted that even if a candidate qualifies in the written test/ interview and subsequently it is found that he/she does not fulfil the eligibility criteria, his/her candidature will be cancelled).
8. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle a candidate to be called for written test/interview. In the event of number of application being large, the institute will resort to short listing criteria to restrict the number of

candidates to be called for interview to a reasonable limit by written test and/or any other criteria.

9. The interested and eligible candidates may keep a watch on this site for any amendment.
10. Candidates working in Government/ Semi Government/ PSU/ Autonomous Bodies etc. shall also produce No Objection Certificate at the time of interview, if called for.
11. No interim queries will be entertained except technical queries regarding online application. For any such queries, contact the **Webmaster** (webmaster@jcbose.ac.in)
12. Canvassing or bringing influence in any form will disqualify the candidature.
13. The Institute Authority reserves the right to reject any/all applications without assigning any reason whatsoever.
14. Relaxation of age will be given as per Government of India Rules and Bose Institute Service & Recruitment Rules

Online Application for:

[Upper Division Clerk](#)

***Incharge
Registrar's Office***