



**Bose Institute
Kolkata**

(An Autonomous Scientific Research Institute under the Dept. of Science & Technology, Ministry of Science & Technology, New Delhi)

Advt. No.: BI/NON-ACA/11/2022-23 DATED 14.01.2023

**Call for applications for recruitment of Jr. Mechanic (Electrical) Jr. Mechanic (Mechanical) and Driver-cum-Mechanic in
Bose Institute**

Bose Institute, Kolkata invites applications from Indian Nationals for the posts of **Jr. Mechanic (Electrical) 02 (two) posts, Jr. Mechanic (Mechanical) 01 (one) post and Driver-cum-Mechanic 01 (one) post**. Bose Institute, Kolkata is a Central Autonomous S&T Institute under Department of Science & Technology, Ministry of Science & Technology, Govt. of India, receiving 100% grant-in-aid from Department of Science & Technology, Ministry of Science & Technology, Govt. of India, New Delhi. The details of number of posts and qualifications are given below:

Name of Post	Jr. Mechanic (Electrical)	Jr. Mechanic (Mechanical)	Driver-cum-Mechanic
Pay scale	Pay Level-2 (7 th CPC)	Pay Level-2 (7 th CPC)	Pay Level-2 (7 th CPC)
No. of posts	2 – UR	1 – UR	1 - OBC
Mode of recruitment	Direct	Direct	Direct
Age limit	Below 28 years	Below 28 years	Below 28 years
Education qualification	Essential: i) Class VIII pass ii) Proficiency certificate from a recognized Institute in the Electrical Trade iii) Must possess Wireman License Desirable: i) SF (Madhyamik) Pass ii) 5 years experience of work in the Electrical trade	Essential: i) Class VIII pass ii) Proficiency certificate from a recognized Institute in the Mechanical Trade Desirable: i) SF (Madhyamik) Pass ii) 5 years experience of work in the Mechanical trade	Essential: i) Class VIII pass ii) Must possess a driving license for light and heavy motor vehicle iii) Driving experience for at least 5 years iv) Ability to do minor/simple repair in an automobile Desirable: Certificate in automobile mechanic Selection to be made through Trade Test
Period of probation	1 year	1 year	1 year

Application Process:

1. Only duly filled **online application** (available in www.jcbose.ac.in) will be processed (17:00 hrs IST up to 13.02.2023). **The system will not accept any application after 13.02.2023 (17:00 hrs IST).**
2. Self attested copies of educational qualifications, experience certificates and any other testimonials along with auto generated online application form duly signed by the applicant to be submitted to the Registrar (Officiating), Bose Institute, Unified Academic Campus, Block EN 80, Sector V, Bidhannagar, Kolkata 700091 by 13.02.2023 at 15.00 hrs (IST).
3. Eligibility criteria including the upper age limit will be reckoned on the last date of submission of the application, i.e., on 13.02.2023.

4. All supporting documents are required to be uploaded and therefore, candidates are advised to prepare the PDF files of the required documents before starting the online application process.
5. Before sending the hard copy of application, candidates are advised to check whether s/he has attached all necessary documents, testimonials as per the advertisement or not. Bose Institute will not be held responsible for rejection of his / her application. No interim queries for short fall of any document in this regard will be entertained.
6. **Application received through email / incomplete (i.e., without signature / affixing photograph) / not in the prescribed format, without self attested copies of relevant documents, testimonials / not Through Proper Channel, without NOC will not be considered and will be summarily rejected.**
7. Only short-listed candidates will be intimated the date of interview at their respective email IDs. The list will also be available at www.jcbose.ac.in.
8. 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 eligible, his candidature will be cancelled at any stage of the recruitment and/or even after joining the post in Bose Institute. (It may be noted that even if a candidate qualifies in the interview and subsequently it is found that he does not fulfill the eligibility criteria, his candidature will be cancelled).
9. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle a candidate to be called for interview. In the event of number of applications being large, the Institute will resort to **shortlisting criteria** to restrict the number of candidates to be called for interview.
10. **Selection for the post of Driver-cum-Mechanic will be done through trade test followed by subsequent interview.**
11. The candidates may keep a watch at Institute's website for any amendment.
12. Candidates working in the State or Central Universities/Autonomous Bodies/Research Institutions of State or Central Govt. etc., should send their application through proper channel and shall also produce **No Objection Certificate**.
13. Candidates working on contractual basis in the State or Central Govt. Offices, State or Central Universities/Autonomous Bodies/Research Institutions of State or Central Govt./NGO/Private Organization, etc. should attach a copy of No Objection Certificate from their present organization/employer.
14. No interim queries in any form whatsoever will be entertained.
15. Canvassing or bringing influence in any form will disqualify the candidature.
16. **On completion of filing / uploading of the on-line application form and submission Candidate should download a copy of the application form, sign, enclose the self attested photo copies of the certificates / testimonials, etc., so as to reach by 13.02.2023 till 15.00 hrs (IST) to "The Registrar (Officiating), Bose Institute, Unified Academic Campus, Block-EN 80, Sector-V, Bidhannagar, Kolkata 700091, by Speed Post / Courier". The last date of receipt of applications from candidates in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh (UT), Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep will be 28.02.2023. The Institute shall not be responsible for postal delays, if any.**
17. Information uploaded on the Institute website shall not be provided to any RTI applicant including the candidate under RTI Act, 2005 till completion of the recruitment process. The uploaded information on the Institute website shall remain for a specific period only. Therefore, the candidates are advised to download the information and keep them for future reference. During the recruitment process, neither any application under RTI Act, 2005 shall be entertained nor shall information be provided. Factual information under RTI Act, 2005 shall be provided only after declaration of the final result and completion of entire recruitment process of this notification subject to conditions as per rule. Reply shall not be provided for any inferential or speculative question.
18. The character of a person for direct recruitment to the service must be such as to render him / her suitable in all respect for appointment to the service. Person dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government any or Private Sector Organizations on any occasion will be deemed to be ineligible for appointment.
19. The retirement benefits will be regulated as per the New Pension System as applicable in Bose Institute. Or Candidates in pensionable service in their present employment, will upon confirmation of service in Bose Institute, required to get their terminal benefits transferred to Bose Institute to avail the benefits of pensionable service under old scheme of Central govt. as per rule.

20. Age relaxation will be given to the eligible candidates as per Govt. of India guidelines.
21. Reservation rules as notified by DoPT, Govt. of India for reservation to SC/ST/OBC and Persons with Benchmark Disabilities from time to time shall be applicable.
22. Caste certificate shall be furnished by the respective candidate to claim reservation in OBC category as per DoPT guidelines (*format given in Bose Institute website*).
23. Any candidate claiming to belong to the OBC shall furnish a certificate in the prescribed form signed by any of the specified authorities. No other certificate will be accepted. The caste certificate issuing authority should also certify that the candidate does not belong to any of the Creamy Layers (*format given in Bose Institute website*).
24. Selected candidate may be posted at any campus of Bose Institute within the jurisdiction of the Institute.
25. The Director, Bose Institute reserves the right to cancel part or full vacancy advertisement during any stage of the recruitment process.
26. The number of vacancies may increase or decrease based on the requirement of the Institute.
27. **All disputes shall come under the Kolkata jurisdiction.**

Duly self attested photocopies of certificates in support of qualifications and experience should be sent with the application. **Please do not send originals.**

The envelope containing the application must be superscribed with “**Application for the post of Jr. Mechanic (Electrical)/ Jr. Mechanic (Mechanical)/ Driver-cum-Mechanic**” whichever is applicable. Candidates applying for more than one post need to send separate envelope containing the application along with documents mentioned above.

Sd/-
Registrar (Officiating)
Bose Institute

Interested candidates fulfilling required eligibility should apply online at the URL –

<http://www.jcbose.ac.in/applications/mechanic/>