

# **SAHA INSTITUTE OF NUCLEAR PHYSICS KOLKATA**

## **Sub. : Recruitment of ADMINISTRATIVE OFFICER III (AO-III)**

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 **ADMINISTRATIVE OFFICER III (AO-III)** as per details given below. The post will be filled up on **DIRECT RECRUITMENT** basis.

<b>Designation</b>	<b>Pay Level</b>	<b>Salary plus admissible Allowance at the min Pay level (approx)</b>
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<b>AO-III (01-UR)</b>	<b>11 as per 7<sup>th</sup> CPC</b>	<b>INR 1.16 lakh (approx.)</b>
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The selected candidates will be entitled to draw D.A, H.R.A, and other allowances as per the rules of this Institute.

### **Post: Administrative Officer III (AO-III)**

**Essential qualifications & Experience:** Master's degree with minimum 5 years' experience in Level 9/10

OR

Master's degree with minimum 12 years' experience with commendable merit in Purchase/Stores in a supervisory/responsible position.

**Desirable:** MBA (Specialization in Material Management/Stores/Purchase/Inventory Management etc.).

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

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

**Job Description:** The selected person will be responsible for running a smooth and efficient administration under the supervision of the Registrar of the Institute.

**Selection Procedure:** The shortlisted candidates will be called for written test and interview and a Selection Committee constituted for this purpose, will recommend a panel of candidates to the competent authority. Subsequently, offers will be made as per the approval of the competent authority.

## **GENERAL INSTRUCTION :**

- (I) Interested candidates must apply only in **OFFLINE** mode.
- (ii) **Application fee of Rs.500/- (Rupees five hundred only)** have to be submitted in the form of demand draft in favour of **Saha Institute of Nuclear Physics** payable at Kolkata. All Women candidates and candidates belonging to Physically Handicapped and Ex-Servicemen are exempted from paying application fee, as per extant government orders. SC/ST candidates are exempted from paying application fee for the posts reserved for them only. The candidates who are not exempted from paying examination fee may submit the requisite fee through demand draft. Fee once paid will not be refunded under any circumstances. Fee paid by modes other than demand draft will not be accepted and the applications of such candidates will be rejected forthright.
- (iii) Applicants who are employed in Government/Quasi Government/Autonomous Institute/Public Sector Undertakings etc. should apply through proper channel, with a certificate of Vigilance Clearance.
- (iv) Self-Attested photo copies of documents in respect of age, educational qualification, experience and caste certificate/ex-serviceman (for reserved categories only) of the candidate must be submitted.
- (v) No correspondence will be entertained from the candidates regarding their selection/test/interview/appointment. Canvassing in any form will disqualify a candidate.
- (vi) THE INSTITUTE RESERVES THE RIGHT TO FILL UP OR NOT FILL UP THE POSTS(S).
- (vii) **Any subsequent amendments/modifications etc. on this matter will be notified in the Institute website only which the interested candidates should visit frequently.**
- (viii) Candidates appointed will be governed by the New Pension Scheme introduced w.e.f. 01.01.2004.
- (ix) **No interim queries will be entertained.**
- (x) **The Institute will not be responsible for any postal delay.**

Applications (in duplicate) in the prescribed application form (available in the website [www.saha.ac.in](http://www.saha.ac.in)) superscripted "Application for the post of Administrative Officer III (AO-III)-Purchase/Stores" with the requisite fee in form of Demand Draft (wherever applicable) and the duly self attested documents in support of age, educational qualification, experience and caste certificate may be sent to the **Professor-in-charge, Registrar's Office, Saha Institute of Nuclear Physics, 1/AF, Bidhannagar, Kolkata-700 064** so as to reach on or before **07 April, 2022** by post. Application received after last date shall be treated as "**REJECTED**". Application without requisite documents will also be treated as "**REJECTED**". Application received through proper channel after the last date of receiving application will also be "**REJECTED**".

**Advt.No.: SINP/Estt./Advt./04/2022**

**Date : 07 February, 2022**

**Professor-in-charge, Registrar's Office**

**Last Date of receiving the application is 07 April 2022**