

SAHA INSTITUTE OF NUCLEAR PHYSICS
KOLKATA

Sub. : Recruitment of REGISTRAR AND DEPUTY CONTROLLER OF ACCOUNTS(DCA)

Saha Institute of Nuclear Physics (SINP), an autonomous Grant-in-Aid Institution under the administrative control of the Department of Atomic Energy is one of the premier Institutes of basic scientific research located in Kolkata. SINP is looking for dynamic and innovative **REGISTRAR and DEPUTY CONTROLLER OF ACCOUNTS (DCA)** as per details given below. The post will be filled up on **DIRECT RECRUITMENT** basis.

Designation	Scale of Pay	Salary plus admissible Allowance at the min scale of pay (approx)
1. Registrar (01-UR)	Pay Level 13 as per 7CPC	Rs. 1.71 lacs
2 DCA (01-UR)	Pay Level 11 as per 7CPC	Rs. 0 .98 lacs

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

Post: REGISTRAR

Essential qualifications: Master's degree from a recognized university with atleast 55% marks. Candidates with degree with Science background will be preferred.

Experience: 15 years experience in Officer Grade i.e in Pay level 10 and above out of which a minimum of 10 years should be in the pay Level of 11 & 12 (Combined) on regular basis.

Desirable :

1. Degree in Law or MBA;
2. Familiarity with procedures of modern management techniques with a clear vision in Projection as well as preparing 5 years Plans and Budgets and to be able to articulate policy matters and adequate experience in minuting meetings.
3. Experience of working as Secretary in Committees and should be capable of handling Council meeting, drafting of resolution, agendas related with the educational/research matters independently as well as a skill to implement the same into action.
4. Proficient in e-governance, e-procurement, office automation, RTI matters and provisions of General Financial Rules.
5. The person should be skilled in public relations as well as to interact with the scholars, scientists, scientific assistants, trade union etc.

Age Limit: 52 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 have the overall responsibility of running a smooth and efficient administration. The Registrar shall act as the Secretary to the Governing Council of the Institute. In all matters concerning the Institute, he/she shall act under the General control and orders of the Director. The person is expected to interact with the Department of Atomic Energy/ Aided Institutions under the Department of Atomic Energy, other Government Institutions etc.

Selection Procedure: Appointment will be made by the Governing Council of this Institute on the recommendations of the Selection Committee to be constituted for this purpose. The eligible candidate will be called for interview and based on the performance in the interview, the Selection Committee will recommend a panel of officers and the offer will be sent accordingly. Since the post is already vacant, the candidates will be expected to attend the interview at a very short notice and the selected candidate will be required to join the post at the earliest.

Post: DCA

Essential qualifications: Persons having CA/ICWA/MBA(Fin)/Post Graduation in Fin/Accounts/Commerce from a recognised University.

Experience: The candidate should have at least 10 years combined experience in Level 7 to Level 10 with good knowledge of Govt. of India rules and regulations in respect of service matters and General Financial Rules.

Desirable: Proficiency in budgeting, fund management, accounting, finalization of accounts, taxation, fund based accounting etc.

Age Limit : 40 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 have the overall responsibility of running a smooth and efficient Accounts Department under the supervision of the Registrar of the Institute.

Selection Procedure: Appointment will be made by the Director of this Institute on the recommendations of the Selection Committee to be constituted for this purpose. The shortlisted candidates will be called for **written test** and personal interview and based on their performance, Selection Committee will recommend a panel of officers and the offer will be sent accordingly.

GENERAL INSTRUCTION :

- (I) Interested candidates must apply only in **OFFLINE** mode.
- (ii) **Application fee of Rs.500/- (Rupees five hundred only)** should be submitted in the form of demand draft in favour of **Registrar, 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. In case application is not forwarded through proper channel applicants will be required to bring No Objection Certificate from their employer if they are called for the Interview/Written test etc. failing which they will not be allowed to appear for the said Interview/Written test.

- (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 may be referred by the interested candidates continuously.**
- (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) superscripted "Application for the post of _____" 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 **25th March, 2019** 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./04/2019

Date : 22.02.2019

DIRECTOR

Last Date of receiving the application is 25th March, 2019.