

Applications are invited from eligible Indian Nationals for filling up the following posts of this Institute. The details of the posts are as under.

**Name of the Posts / No. of Posts / Category / Method of Recruitment / Pay / Age limit / Educational Qualification**

Sl. No	Post	Group	Pay Scale/Level	No. of Vacancies	Category	Educational Qualification / Age limit (Relaxable as per Govt. Norms)
1	Administrative-cum-Finance Officer	A	(15600-39000) GP-6600 Level-11 (7 CPC)	01	Unreserved	<b>Essential Qualification :</b> Bachelor's degree from a Recognised University with 10 years experience in a Government/Autonomous Organisation / Corporate body. <b>Desirable :</b> Candidates having higher and specialised qualifications such as MBA/ACA ACWA/ACS/SAS/ LLB will be given preference. <b>Age Limit :</b> 40 Years

\*THOSE WHO HAVE ALREADY APPLIED IN RESPONSE TO THE EARLIER ADVT. IN EMPLOYMENT NEWS DATED 22-28 JUNE, 2019 NEED NOT APPLY.

**GENERAL CONDITIONS:**

1. The Applications duly completed in all respects and signed by the candidates in the prescribed format along with self attested photocopies of relevant enclosures and other testimonials in respect to their qualifications, age proof, category, experience, salary drawn, etc. should reach to the **Director, Maulana Abul Kalam Azad Institute of Asian Studies, IB Block, Plot No. 166, Sector – III, Salt Lake, Kolkata – 700106, within 21 days from the date of publication of the advertisement in the Employment News.**
2. Applications should be neatly typed/hand written on A/4 size plain paper as per the prescribed format. All Columns of the application form should filled up and no column should be left blank.
3. Applications received through e-mail/late/incomplete will not be considered and the Institute will not be responsible for any postal delay.
4. **Applications incomplete in any respect and not accompanied by copies of mark sheets / certificates / proof of age, experience (present & previous) / other relevant documents, photograph, unsigned and not in the prescribed format will be summarily rejected.**
5. Reservation / Age Relaxation to candidates belonging to different categories shall be as per Government of India Rules.
6. Candidates must ensure before applying that they are eligible according to criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process he / she will be disqualified and their candidature will stand cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
7. Candidates working in Government / Autonomous bodies / PSU should apply through proper channel.
8. The prescribed essential qualifications & experience are the minimum and mere possession and the same does not entitle a candidate to be called for written test/skill test/interview.
9. The decision of the competent authority in all matters relating to eligibility, acceptance or rejection of applications etc. will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection.
10. The Institute does not undertake any responsibility for sending or replying to the candidates who are not selected or who one not called for Written Test / Skill Test / Interview.
11. All correspondences regarding selection process (Date, venue and time etc) will be intimated to the eligible candidate & only through E-mail/ Speed Post. The Institute shall not be responsible for non-receipt of any communication on any account whatsoever.
12. Canvassing and/or bringing influence in any form will disqualify the candidature.
13. The Institute reserves the right for any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving any notice.
14. The candidates selected on direct recruitment will be governed by the provisions of the Contributory Provident Fund by the Government of India with effect from 01-01-2004.
15. No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
16. The applicants are advised to follow institute web site regularly for any amendments/updates.
17. Selected candidates may have to work in Kolkata or elsewhere at the centers of this Institute.
18. The Institute reserves the right to reject any or all applications without giving any reason whatsoever.
19. Candidate should write the 'Name of the Post' applied for and Advertisement Number on the top of the envelope and separate envelope.

**Director, MAKAIAS**

## FORMAT OF APPLICATION

Advertisement No.	:	
Position Applied for	:	
Application Mode [Direct]	:	

1	Name in full (in Block Letters)	:					Affix self attested recent passport size photograph
2	Father's/Husband's Name	:					
3	Gender & Marital Status	:					
4	Permanent Address including Pin code	:					
5	Correspondence address including Pin code	:					
6	Contact details (Phone No. & Email ID)	:					
7	(a) Date of Birth <small>(Attested copy of proof of age to be attached)</small>	:	Date	Month	Year		
	(b) Age as on last date of receipt of application	:	Year	Months	Days		
8	Nationality	:					
9	Religion	:					
10	(a) State your category <small>(Gen/SC/ST/OBC/Ex-Serv) (attached certificate)</small>	:					
	(b) Whether belongs to PwD (Yes/No) <small>(If yes, attach copy of certificate)</small>	:		If yes, VH/HH/OH With % of disability			

### 11 Educational Qualifications beginning with 10th std. onwards (Attached copies of mark sheet & certificates)

Examinations Passed	Year of passing	Marks details		% of marks	Div/ Class	Board / University	College/Institution	Subject Taken
		Max marks	Marks obtained					

### 12 Professional / Technical Qualifications (Attached copies of mark sheet & certificates)

Examination Passed	Year of passing	Marks details		% of marks	Div/ Class	Board / University	College/Institution	Subject Taken
		Max marks	Marks obtained					

### 13 Work Experience (Latest first and certificate of each experience to be attached)

Name and address of Organisation	Designation & Job Type <small>(Regular/ Contract)</small>	Scale of pay & Grade Pay /Consolidated	Period of Service				Nature of work and level of responsibilities
			From	To	Year	Month	

14	Professional training undergone, if any, and details thereof	:				
15	Any other relevant information that you may like to furnish	:				

I hereby declare that I have read the provisions given in the advertisement and all the statements made and information given by me in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect or suppressed before or after the test/interview or during the appointment period, my candidature/appointment shall automatically stands cancelled/repatriated/ terminated without any notice or compensation..

Date:-

Signature of the Candidate

Place:-

