

MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES

(An Autonomous Body under the Ministry of Culture, Government of India)

Azad Bhavan, IB-166, Sector-III, Salt Lake, Kolkata – 700 106.

Website : www.makaias.gov.in

EMPLOYMENT NOTIFICATION (ADVERTISEMENT)

Applications are invited for the following vacancy at Maulana Abul Kalam Azad Institute of Asian Studies, Kolkata.

| Sl. No | Post | Group | Pay Scale/Level | No. of Vacancy | Category | Educational Qualification / Age limit (As per approved Recruitment Rules) |
|--------|------------------------------------|-------|--|----------------|------------|---|
| 1 | Administrative-cum-Finance Officer | A | (15600-39100) GP-6600 Level-11 (7 CPC) | 01 | Unreserved | Educational and other Qualifications required for direct recruitment: i) Bachelor's Degree. ii) ACA/ACWA/ACS/SAS. iii) 10 years experience in a Govt. or a Corporate Orgn. iv) Knowledge in Computer Applications. Age Limit : 40 Years. |

Applications must reach only by Speed Post to the **Director, Maulana Abul Kalam Azad Institute of Asian Studies (MAKAIAS) within Six weeks from the date of publication of this advertisement in "The Employment News"** along with all copies of certificates and documents. Applicants working in Govt./semi-Govt./Autonomous Bodies/PSUs should apply through proper channel. The Envelope should be super scribed "Application for the post of Administrative-cum-Finance Officer". The detailed application may be downloaded from the website of the Institute www.makaias.gov.in.

N.B. The post of Administrative-cum-Finance Officer at Maulana Abul Kalam Azad Institute of Asian Studies, Kolkata, will be filled up subject to result of the pending litigation.

DIRECTOR, MAKAIAS

GENERAL CONDITIONS:

1. Applications must reach only by speed post to the **Director, Maulana Abul Kalam Azad Institute of Asian Studies (MAKAIAS) within Six weeks from the date of publication of this advertisement in "The Employment News"** along with all copies of certificates and documents. Applicants working in Govt./semi-Govt./Autonomous Bodies/PSUs should apply through proper channel. The Envelope should be super scribed "Application for the post of Administrative-cum-Finance Officer". The detailed application may be downloaded from the website of the Institute www.makaias.gov.in.
2. Applications should neatly typed/hand written on A/4 size plain paper as per the prescribed format. All Columns of the application form should be 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. Applicants working in Govt./Semi-Govt./Autonomous Bodies/PSUs should apply through proper channel.

- 7.** 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 cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
- 8.** The prescribed essential qualifications & experience are the minimum and mere possession of 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 not selected or 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 (CPF).
- 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