

Saha Institute of Nuclear Physics
(Aided Institute under Department of Atomic Energy, Govt. of India),
Sector-1, Block – AF, Bidhannagar, Kolkata – 700 064.

Special Recruitment Drive for filling up of 04 posts of Lower Division Clerk:

Applications are invited from eligible Indian Nationals for filling up the following permanent posts of LDC on direct recruitment basis. D.A., H.R.A., Transport Allowance etc. as admissible to Central Govt. employees under the rules in force from time to time will be admissible. The details of the posts are as under: -

1. **LDC: (04) (SC-01, ST-03)** post – Pay Band (PB-I) Rs.5200-20200+Grade Pay Rs.1900 in the revised scale of pay as per VI CPC report.

Eligibility :

- a) Graduate or
 - b) H.S. passed in English and Maths with atleast 3 years experience in routine office work.
- AND** a typing speed of 30 w.p.m in English corresponding to computer typing speed of 10500 KDPH on an average of 5 key depressions for each word.

Desirable:

Good communication skill, both oral and written, in English.
Experience in any standard accounting software, e.g. Tally, etc.
Good knowledge in MS office application & shorthand.
Good knowledge in import procedure and accounting.

Age Limit : Between 18 and 27 years of age (relaxable for Government servants up to 40 years in accordance with the instructions or orders issued by the Central Govt.).

Note: The crucial date for determining the age limit shall be the last date of receiving the application, i.e. **31st August, 2010.**

Age relaxation will be in accordance with the instructions or orders issued by the Central Govt. for the SC/ST/OBCs.

General Information:

- i) Applicants working in Govt./Semi Govt./Public Sector Undertaking should apply through proper channel, with a certificate of Vigilance Clearance.
- ii) Attested Xerox copies of documents in respect of qualification, experience and caste certificate/ex-serviceman (for reserved categories only) of the candidate must be submitted.
- iii) The prescribed qualification is the minimum and mere fulfilling the essential and desirable qualification will not entitle an applicant to be called for test/interview. The Institute reserves the right to restrict the number of candidates for test/interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement.
- iv) A written test may also be conducted before the typing test and interview.
- v) Competent authority may relax the age or qualification in deserving cases.
- vi) Outstation candidates of reserved category called for interview/test will be entitled for reimbursement of sleeper class fare by rail.
- vii) No correspondence will be entertained with candidates not selected for interview/test/appointment.
- viii) Candidates appointed will be governed by the New Contributory Pension Scheme introduced w.e.f. 01.01.2004.
- ix) 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.
- x) Reservation for persons with disabilities (PWD) will be as per Govt. orders in vogue.

Application giving full details for the post alongwith the attested copies of relevant certificates/testimonials in the following format (**in duplicate**) with a recent passport size photograph pasted on the right hand top corner of the application should reach the Registrar at the above address **within 4.00 p.m. on or before 31st August, 2010** duly superscribed as "Application for the post of LDC" mentioning the category viz. SC/ST.

PROFORMA
CURRICULAM VITAE
(To be furnished in duplicate)

Paste self -
attested
photograph

- 01. Advt. No. :
- 02. Post applied for. :
- 03. Name of the applicant (in block letters). :
- 04. Father's/Guardian's name. :
- 05. Date of birth (in Christian Era). :
- 06. Permanent address. :
- 07. Address for correspondence. :
- 08. Nationality. :
- 09. Religion. :
- 10. Sex. :
- 11. Marital status. :
- 12. Place of birth and state. :
- 13. Whether belonging to SC/ST/OBC/Ex-Serviceman. :
- 14. Educational Qualifications (Matric onwards). :
(Attested photocopies of certificates to be enclosed).

Sl. No.	Name of the school/College/University	Academic year	Marks obtained	Division
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- 15. Other Qualifications/Training (Photocopies of certificates to be enclosed) :
- 16. Details of Employment, in chronological order. (including the present post held) starting from initial appointment :

Sl. No.	Office/ Orgn. with address & telephone No.	Post held	Regular/ Ad-hoc/ deputation	From	To	Scale of Pay & Basic Pay (Pre-revised/revised)	Nature of duties
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- 17. Additional information, if any, in support of your suitability for the post.

DECLARATION

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. I further undertake that I shall not withdraw my candidature for the post applied for:

Place
Date:

(Signature of the applicant)

To be certified by the Cadre Controlling Authority/Employer

Certified that the particulars furnished by the officer are correct as per the records held in this office and no disciplinary/vigilance case is pending/contemplated against the officer and that no major/minor penalty has been awarded to him during the past 10 years and there is no doubt about the integrity of the officer.

No. : _____
Date : _____

(Name, Signature & Seal of the Cadre
Controlling Authority/Employer)

No.SINP/Estt/Advt./04/2010
Date: 01.07.2010

(V.V. Mallikarjuna Rao)
Registrar

Saha Institute of Nuclear Physics

(Aided Institute under Department of Atomic Energy, Govt. of India),
Sector-1, Block – AF, Bidhannagar, Kolkata – 700 064.

Recruitment of 05 posts of Lower Division Clerk:

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1. **LDC: (05) (OBC-03, UR-02)** post – Pay Band (PB-I) Rs.5200-20200+Grade Pay Rs.1900 in the revised scale of pay as per VI CPC report.

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- b) H.S. passed in English and Maths with atleast 3 years experience in routine office work.
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- iv) A written test may also be conducted before the typing test and interview.
- v) Competent authority may relax the age or qualification in deserving cases.
- vi) No correspondence will be entertained with candidates not selected for interview/test/appointment.
- vii) Candidates appointed will be governed by the New Contributory Pension Scheme introduced w.e.f. 01.01.2004.
- viii) Application fee of Rs. 100/- (Rupees one hundred) only should be submitted in the form of demand draft in favour of Registrar, Saha Institute of Nuclear Physics payable at Kolkata.
- ix) 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.
- x) Reservation for persons with disabilities (PWD) will be as per Govt. orders in vogue.

Application giving full details for the post alongwith the attested copies of relevant certificates/testimonials in the following format with a recent passport size photograph pasted on the right hand top corner of the application should reach the Registrar at the above address within 4.00 p.m. on or before 31st August, 2010 duly superscribed as "Application for the post of LDC" mentioning the category viz. OBC/UR.

PROFORMA
CURRICULAM VITAE
(To be furnished in duplicate)

Paste self-attested photograph

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04. Father's/Guardian's name. :
05. Date of birth (in Christian Era). :
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08. Nationality. :
09. Religion. :
10. Sex. :
11. Marital status. :
12. Place of birth and state. :
13. Whether belonging to SC/ST/OBC/Ex-Serviceman. :
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(V.V. Mallikarjuna Rao)
Registrar