

**SAHA INSTITUTE OF NUCLEAR PHYSICS
KOLKATA**

**SUBJECT: FILLING UP THE POST OF DEPUTY CONTROLLER OF ACCOUNTS (DCA)
ON DEPUTATION BASIS**

Saha Institute of Nuclear Physics (SINP), an autonomous Grant-in-Aid Institution under the administrative control of the Department of Atomic Energy (DAE) is one of the premier Institutes of basic scientific research located in Kolkata. SINP is looking for a **DEPUTY CONTROLLER OF ACCOUNTS (DCA)** as per details given below.

The post will be filled up on deputation basis for a period of three years from amongst officers working in the central government / state government / autonomous bodies / PSUs/ Universities etc.

Designation	Scale of Pay	Salary plus admissible Allowances at the min scale of pay (approx)
DCA (01-UR)	Pay Level 11 as per 7CPC	103500/-

The selected candidate will be entitled to draw D.A, H.R.A, and other allowances as admissible to the employees of this Institute and DAE/GOI guidelines in force from time to time. The deputationist will be eligible to draw deputation duty allowance and their terms of deputation will be settled with the lending department as per the DoPT's extant orders on this issue.

Essential Qualifications:

5 (five) years of service at Level-9/10 in the same stream with APAR score of 8 and above in each of the last five years.

Desirable Qualifications: MBA (Specialization in Financial Management).

Working in a responsible position in a government / central autonomous / reputed private institution in Accounts department, covering planning / preparation of Plan & Budget Estimates, management of funds, financial accounting, preparation of final accounts and various statements of accounts & taxation 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 field of work

Age Limit: 50 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 on the recommendations of the Selection Committee duly constituted for this purpose. The shortlisted applicants will be required to appear for a **written test** at SINP, Kolkata on a given date. The candidates qualifying the written test will be asked to appear for personal interview of selection committee on the next day. Based upon the performance of candidates in the written test and personal interview, the selection committee will recommend a panel to the appointing authority. The appointment will be made on approval of the competent authority.

GENERAL INSTRUCTIONS :

- (i) **THE APPLICATIONS DULY COUNTERSIGNED BY THE EMPLOYER SHOULD BE SENT BY E-MAIL TO THE REGISTRAR ON THE SINP E-MAIL ADDRESS dca.deputation@saha.ac.in along with attested scanned copies of all the relevant documents.**
- (ii) Application fee NIL .
- (iii) **The attested scanned copies of APAR for the last 5 years forwarded by the employer from his official email id are also acceptable, as early as possible but not later than 15 days from the last date of submitting application to enable this Institute to shortlist the candidates.**
- (iv) 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 along with the application.
- (v) No correspondence/interim queries 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 POST.**
- (vii) Interested candidates are advised to refer the SINP website on regular basis for any subsequent amendments/modifications etc.

Applications in the prescribed application form (available in the website www.saha.ac.in) and the duly self-attested documents in support of age, educational qualification, experience and caste certificate should be sent to the **Registrar, Saha Institute of Nuclear Physics, 1/AF, Bidhannagar, Kolkata-700 064 by email** as indicated above on or before **5:00 PM of June 15, 2020**. Incomplete Applications/Applications received after last date/Applications not received through proper channel will be **"REJECTED"**.

Advt.No.: SINP/Estt./Advt./02/2020

Date : May 1, 2020

DIRECTOR
