



SAHA INSTITUTE OF NUCLEAR PHYSICS

1/AF, Bidhannagar, Kolkata-700 064.

Recruitment of ASSISTANT ADMINISTRATIVE OFFICER (AAO-I) & ESTABLISHMENT OFFICER

[ON DIRECT RECRUITMENT (DR) BASIS]

Saha Institute of Nuclear Physics (SINP), a Grant-in-Aid Institution under the Department of Atomic Energy (DAE), Government of India, is one of the premier Institutes of basic scientific research located in Kolkata. SINP is looking for dynamic and innovative ASSISTANT ADMINISTRATIVE OFFICER-I (2 Posts) & ESTABLISHMENT OFFICER (1 Post) on **DIRECT RECRUITMENT** basis as indicated below:

Sl. No	Name of the Post(s)	Post Code	Level of Pay as per 7 th CPC	No. of vacancies and Reservation Category				Total
				UR	SC	ST	OBC	
1	Assistant Administrative Officer-I	B/10/2023-AAO-I	7	02	-	-	-	02
2	Establishment Officer	A/10/2023-EO	10	01	-	-	-	01

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

1. Post : ASSISTANT ADMINISTRATIVE OFFICER-I : Accounts/Pension/Audit/Salary) : 2 Posts.

Essential qualifications & Experience : Graduate with CA (Inter) / CS (Inter) / CWA (Inter) and minimum 3 (three) years experience in a reputed organization.

OR

M.Com with minimum 5 years experience with commendable merit in a reputed organisation.

Age Limit : 35 years as on the closing date for submission of online application. Relaxation of age limit, if any, will be as per GOI rules.

Selection Procedure: The shortlisted candidates among eligible applicants meeting the requirements as per advertisement, usefulness of his/her expertise in the relevant field and essential qualifications, will be called for written test and interview.

Desirable : Good knowledge of GOI rules, regulations and procedure in respect of service matters and general financial rules. The candidate should be well versed with the usage of computers for the preparation of accounts and other functional areas of accounts matters.

Job Description : The selected person will be responsible for running a smooth and efficient administration (accounts etc.).

2. Post : ESTABLISHMENT OFFICER : 1 Post.

Essential Qualifications & Experience : Master's degree with minimum 5 (five) years' experience in Level 8 / GP 4800.

OR

Master's degree with minimum 10 years experience in a reputed organization with commendable merit in different functional areas (Establishment) in a supervisory / responsible position.

Age Limit : 40 years as on the closing date for submission of online application. Relaxation of age limit, if any, will be as per GOI rules.

Selection Procedure: The shortlisted candidates among eligible applicants meeting the requirements as per advertisement, usefulness of his/her expertise in the relevant field and essential qualifications, will be called for written test and interview.

Desirable: MBA (Specialization in Human Resource Management). 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/her field of work.

Job Description: The selected person will be responsible for running a smooth and efficient administration.

HOW TO APPLY :

- All applicants have to log in to the application portal at www.saha.ac.in for filling up the application form online.
- The candidates, who are not exempt from paying application fees, will have to pay fee before filling up the online application form, as transaction reference no. will be required during filling the online application form.
- The candidates who are exempt from paying application fees may mention "Fee exempted" in appropriate field during filling of online application form.
- After filling and submitting the application form online, take print out of online submitted application.
- **Print out of online submitted applications (in duplicate), duly ink signed**, superscripted "Application for the post of _____, Post Code _____, Category _____" and the duly self attested documents in support of age, educational qualifications, experience & caste certificate etc. should be sent to the **Registrar, Registrar's Office, Saha Institute of Nuclear Physics, 1/AF, Bidhannagar, Kolkata-700 064**, so as to reach on or before **September 18, 2023 by post latest by 3.00 PM**.
- Application received after last date shall be treated as "**REJECTED**". Hard copy / Print out of the Application Form without requisite documents will also be treated as "**REJECTED**". Hard Copy / Print out of online submitted application received through proper channel after the last date of receiving application will also be "**REJECTED**".

DATE OF OPENING OF ONLINE APPLICATION :	July 26, 2023 (10:00 AM IST)
LAST DATE OF SUBMISSION OF ONLINE APPLICATION :	September 18, 2023 (3:00 PM IST)
LAST DATE OF RECEIPT OF HARD COPY / PRINT OUT OF THE APPLICATION ALONGWITH REQUISITE DOCUMENTS :	September 26, 2023 Latest by 3:00 PM IST

GENERAL INSTRUCTION :

- (i) Interested candidates must apply only in **ONLINE** mode. Detailed instructions for filling up the online application form are available in the following link: <http://www.saha.ac.in> Candidates applying for more than one post will have to apply separately for each post with application fee, if applicable along with other documents.
- (ii) **Application fee of Rs.500/- (Rupees Five hundred only)**. The application fees should be submitted through **online remittance** only. All Women candidates and candidates belonging to PwBDs (persons with Benchmark Disabilities) and Ex-Servicemen are exempt from paying application fee, as per extant government orders. SC/ST candidates are exempt from paying application fee for the posts reserved only for respective category.
- (iii) The candidates who are not exempt from paying examination fee may submit the requisite fee through **online remittance only**. Fee once paid will not be refunded under any circumstances. Fee paid by modes, **other than online remittance**, will not be accepted and the applications of such candidates will be rejected forthright.
- (iv) Self attested photocopies of documents in support of age (school passing certificate / admit card / passport), educational qualification, experience, caste certificate (for reserve candidates only), ex-service certificates, PwBDs Certificates etc. of the candidate must be submitted along with Hard Copy / Print out of Online application.
- (v) Reservation for SC/ST/OBC are as per Government of India rules.
- (vi) Persons suffering from not less than 40% of the relevant disability are only eligible for the benefit of reservation. Persons with disabilities (PwBD) fulfilling the eligibility conditions as prescribed under GOI instructions are encouraged to apply. Persons with Benchmark Disabilities (PwBDs) can also apply for the post not reserved for PwBDs but Identified for PwBDs in accordance with provision of Para 25 or DoPT OM No. 36036/3/2004.Estt(Res) dtd. 29.12.2005.
- (vii) Applicants who are employed in Government/Quasi Government/Autonomous Institute/Public Sector Undertakings etc. should apply **through proper channel**. Forwarding letter from the employer indicating Vigilance Clearance (Hardcopy) is required.
- (viii) For candidates who are not employed at the time of application, but become employed subsequently, and called for interview, must arrange for NOC (with vigilance clearance) & that should reach SINP before the date of interview.
- (ix) No correspondence from the candidates will be entertained regarding their selection/test/interview/appointment. Canvassing in any form will disqualify a candidate.
- (x) **The Institute reserves the right to fill up or not fill up the posts(s).**
- (xi) **Any subsequent amendments/modifications etc. will be notified only in the Institute website which the interested candidates should visit frequently.**
- (xii) Candidates appointed will be governed by the New Pension Scheme introduced w.e.f. 01.01.2004.
- (xiii) Candidates are advised to mention their correct and active email address in the application.
- (xiv) No interim queries will be entertained.
- (xv) **The Institute will not be responsible for any postal delay.**

Advt.No.: SINP/Estt./Advt./10/2023

Date : 26.07.2023

**Professor-in-charge,
Registrar's Office**