

SAHA INSTITUTE OF NUCLEAR PHYSICS

Block-AF, Sector-1, Bidhannagar, Kolkata-700064

Saha Institute of Nuclear Physics (SINP), an autonomous Grant-in-Aid Institution under the administrative control of the Department of Atomic Energy (DAE), Govt. of India, is a premier Institute of basic scientific research located in Kolkata. SINP is looking for a dynamic ADMINISTRATIVE OFFICER-III (AO-III), as per details given below. **The post will be filled up on *deputation basis* initially for a period of three years with a possibility of extension as per Government of India (GOI)/DAE rules.**

Designation	Scale of Pay	Salary plus admissible Allowance at the minimum of the scale (approx.)
Administrative Officer-III No. of post: 01 (UR)	Pay Level 11	Rs. 1.16 Lakhs (approx.)

The selected candidate will be entitled to get D.A., H.R.A., and other allowances as per GoI/DAE rules in force from time to time.

The post will be filled up on *deputation basis* from the eligible candidates within the DAE and its AIs and among candidates within other Government departments as per SINP norms.

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

Desirable Qualifications:

MBA (specialization in Material Management / HR / Stores / Purchase / Inventory Management etc.)

The candidate is expected to have a good knowledge of GOI rules, regulations and procedure and be well versed with the usage of computers for the preparation of relevant documents related to his/her 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 administration under the supervision of the Registrar of the Institute.

Selection Procedure:

The shortlisted candidates will be called for interviews and a Selection Committee constituted for this purpose, will recommend a panel of candidates to the Governing Council of this Institute. Subsequently, offers will be made as per the approval of the Governing Council.

Application Procedure:

Applications are invited from candidates in the prescribed format (attached herewith) through the proper channel on or before **January 31, 2022 (15.00 hrs.)** by email. See the attached General Instructions for further details.

GENERAL INSTRUCTION :

1. ALL THE APPLICATIONS MUST BE SENT BY E-MAIL ONLY TO THE E-MAIL ADDRESS aoiii.application@saha.ac.in along with scanned copies of all the documents. Please attach the documents separately (preferably in pdf format), i.e., application form, testimonials, etc. The employer may forward the application through employer's email-id or the applicant may also forward the scanned copies of the application but the same should contain the signature and stamp of the forwarding officer, failing which the application will be REJECTED.
2. Application fee is NIL.
3. The attested copies of APAR for last 5 years may be sent by the employer when requested. However, it may be sent along with the application also.
4. Self-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.
5. No correspondence will be entertained from the candidates regarding their selection / interview / appointment. Canvassing in any form will disqualify a candidate.
6. THE INSTITUTE RESERVES THE RIGHT TO FILL UP OR NOT FILL UP THE POSTS(S).
7. Any subsequent amendments / modifications, etc. on this matter will be notified in the Institute website only.
8. No interim queries will be entertained.
9. The candidate is responsible for the correctness of the information provided in the application. If on a later date any information given in the application is found to be incorrect, the candidature is liable to be cancelled or the appointment terminated.

Applications in the prescribed application format (attached herewith) and duly self attested documents in support of age, educational qualification, experience and caste certificate have to be sent by email to the abovementioned email-id addressing the Director, Saha Institute of Nuclear Physics, 1/AF, Bidhannagar, Kolkata, 700 064 on or before **January 31, 2022 (15:00 hrs.)**. Applications received after the due date and time shall be treated as "REJECTED". Application without requisite documents will also be treated as "REJECTED". Application received through proper channel after the last date and time of receiving application will also be "REJECTED".

Advt. No.: SINP/Estt./Advt./09/2021

Professor-in-charge, Registrar's Office

Date: 10.12.2021