

**S. N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES**

*Block JD, Sector III, Salt Lake, Kolkata 700 098*

*Website: [www.bose.res.in](http://www.bose.res.in)*

**ADVERTISEMENT**

The S. N. Bose National Centre for Basic Sciences, an autonomous organization under the Department of Science and Technology, Government of India, invites application from Indian nationals for the following contractual posts:

**a. Junior Engineer (Civil) – 1 position**

- Qualification:** Passed Diploma in Civil Engineering from recognized college/institution with minimum 60% marks with computer knowledge such as Office Package, CAD etc.
- Experience:** Minimum 3 years experience in civil works and its related field in organizations of repute.
- Nature of Job:** To supervise all constructional activities of buildings, Preparation of Estimate, Maintenance work (including Annual Maintenance Contract), Horticultural and Landscaping work and related activities.
- Age:** Between 30-33 years.
- Salary:** Approximately Rs. 24,400/- per month (Consolidated).

**b. Office Assistant- 1 Position**

- Qualification:** Graduate in any discipline with Diploma in Computer Application.
- Experience:** Minimum 1-2 years experience of handling administration matters (e.g. maintenance of leave, Service Book, drafting letters and proceedings of meetings etc.), office management, routine office correspondence etc.  
Preferable: The candidate should have good communication skill (speaking, reading & writing). Preference will be given to candidates having experience of handling on-line data processing.
- Nature of Job:** Office management and secretarial assistance.
- Age:** Not more than 35 years on the date of advertisement.
- Salary:** Approximately Rs. 17,900/- per month (Consolidated)

For both the positions period of contract will be initially for one year and subject to renewal on satisfactory performance.

Interested persons may apply to the **Registrar, S. N. Bose National Centre for Basic Sciences, Block JD, Sector III, Salt Lake, Kolkata 700098** with comprehensive resume complete in all respects mentioning the salary presently drawn alongwith photocopy of the following documents a) proof of age, b) educational, professional qualifications & experience, c) present salary certificate, so as to reach within **15 days** from the date of publication of the advertisement. The envelope should be superscribed with the words "Post applied for \_\_\_\_\_".

Incomplete applications will be rejected.

**Registrar**