

S. N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES

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

Website: www.bose.res.in

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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 contractual post of **Office Assistant (1 position)**:

Qualification: Graduate in any discipline with Diploma in Computer Application.

Experience: Minimum 5 (five) years experience in administration and database handling. He/ she should have knowledge of office administration (e.g. leave, service matters etc.) and have secretarial abilities, knowledge of filing, drafting letters and proceedings of meetings, office management, routine office correspondence etc.

The candidate should possess good communication skill (speaking, reading & writing both in English and Hindi). He/ she should also exhibit good interpersonal skills. 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. 20,800/- per month (Consolidated).

Period of Contract: One year, 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 Office Assistant".

Incomplete applications will be rejected.

Registrar

Abridged version of the advertisement published in Ananda Bazar Patrika on 25th June and in Times of India on 26th June,2013.

