

SAHA INSTITUTE OF NUCLEAR PHYSICS

1/AF, Bidhan Nagar, Kolkata – 700 064

Advertisement for engagement of Project Consultant

Saha Institute of Nuclear Physics, an aided Institute under the administrative control of Department of Atomic Energy, Govt. of India, requires the following personnel:-

1. **Project Consultant (02 Nos.) & Jr. Project Consultant (01 No.):** Project Consultants (02) & Jr. Project Consultant (01) for a period of six (06) months extendable upto two (02) years for accounts related tasks on a consolidated pay of Rs.40000/- per month and Rs. 18,000/- per month respectively.

Sl. No.	Positions	Job Description	No. of post(s)	Qualification & experience
1	Project Consultant- Xlth Plan Project	i) Reconciliation. ii) Preparation of Final Statement of Expenditure.	1	Commerce Graduate, proficiency in Computer. At least 12 years experience in similar job in Govt./ Semi-Govt./ State Govt.
2	Project Consultant- Legacy Sponsored Project	i) Statement of Expenditure. ii) Preparation and Implementation of a Control Process for ongoing/ future projects.	1	Commerce Graduate, proficiency in Computer. At least 12 years experience in similar job in Govt./ Semi-Govt./ State Govt.
3	Jr. Project Consultant- Legacy Advance Registers	i) Reconciliation. ii) Ascertaining the reasons for old Balances and preparing Advance Register. iii) Creation of Systems to streamline and prevent any recurrence.	1	Commerce Graduate, proficiency in Computer. At least 2-3 years experience in similar job in Govt./ Semi-Govt./ State Govt.

Retired Govt. employees may also apply. Their remuneration will be fixed as per Govt. of India Rules/ norms.

Engagement to the above temporary position will be made initially for six (06) months and may be extended up to a maximum of two (02) years depending upon the performances and requirement.

The positions are purely temporary in nature and will not confer any right on the candidates engaged for these positions for future regular position in this Institute. The persons engaged will not be comparable with the employees of this Institute on any service matter.

Application in the prescribed format (attached) may be sent along with scanned self attested copies of relevant certificates/ testimonials, a copy of ID proof by email to est.adm@saha.ac.in **within 17.02.2017**. The selection of the candidates will be made on the basis of performance in the Interview by the Selection Committee. The candidates will have to attend physically before the Interview board for which **no TA/DA** etc. will be paid. The date of Interview will be notified in the Institute website and by email only to the shortlisted candidates. The applicants are therefore requested to keep watch on the Institute website regularly and their email account for this purpose. No correspondence will be made with the other applicants. Interim queries will not be entertained. Any amendment / modification of the advertisement will also be posted in the Institute website only. Institute reserves the right to cancel any application without assigning any reason.

Registrar

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Proforma for the post of Project Consultant (Temporary)

Affix
passport
size photo

1. Name :
2. Father's/ Husband's Name :
3. Date of Birth :
4. Address for Correspondence :
5. Position applied for :
6. Advt. No. : **SINP/Estt/Advt./01/2017**
7. Educational Qualifications :
 - i) Required as per advertisement :
 - ii) Possessed by the applicant :
(please attach supporting documents)
8. Details of experience (in brief) :
 - i) Required as per advertisement :
 - ii) Possessed by the applicant :
(please attach supporting documents)
9. Special work done, if any :
10. Any other relevant information :
11. Additional information, if any, which :
you would like to mention in support
of your suitability for the position.
12. Contact Details (Permanent Address, :
Mobile No. and email ID.

Date:

Station:

Signature of Applicant