

SAHA INSTITUTE OF NUCLEAR PHYSICS KOLKATA

Sub. : Recruitment of DEPUTY CONTROLLER OF ACCOUNTS (DCA)

Saha Institute of Nuclear Physics (SINP), an autonomous Grant-in-Aid Institution under the administrative control of the Department of Atomic Energy is one of the premier Institutes of basic scientific research located in Kolkata. SINP is looking for dynamic and innovative **DEPUTY CONTROLLER OF ACCOUNTS (DCA)** as per details given below. The post will be filled up on **DIRECT RECRUITMENT** basis.

Designation	Scale of Pay	Salary plus admissible Allowance at the min scale of pay (approx)
DCA (01-UR) Pay Level 11 as per 7CPC		INR 1,04,000/- (approx.)

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

Post: Deputy Controller of Accounts (DCA)

Essential qualifications & Experience: Graduate with CA/ CS/ ICWA and at least 6 (six) years of experience in a reputed organization

OR

M.Com with 12 (twelve) years experience of commendable merit in a reputed organization

Desirable: MBA (Specialization in Financial Management).

Working in a responsible position in a government / central autonomous / reputed private institution in Accounts department, covering planning / preparation of Plan & Budget Estimates, management of funds, financial accounting, preparation of final accounts and various statements of accounts & taxation etc.

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 field of work

Age Limit: 45 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 Accounts Department under the supervision of the Registrar of the Institute.

Selection Procedure: Appointment will be made by the Director of this Institute on the recommendations of the Selection Committee to be constituted for this purpose. The shortlisted candidates will be called for **written test** and personal interview and based on their performance, Selection Committee will recommend a panel of officers and the offer will be sent accordingly.

GENERAL INSTRUCTION :

- (i) Interested candidates must apply only in **OFFLINE** mode.
- (ii) **Application fee of Rs.500/- (Rupees five hundred only)** should be submitted in the form of demand draft in favour of **Registrar, Saha Institute of Nuclear Physics** payable at Kolkata. All Women candidates and candidates belonging to Physically Handicapped and Ex-Servicemen are exempted from paying application fee, as per extant government orders. SC/ST candidates are exempted from paying application fee for the posts reserved for them only. The candidates who are not exempted from paying examination fee may submit the requisite fee through demand draft. Fee once paid will not be refunded under any circumstances. Fee paid by modes other than demand draft will not be accepted and the applications of such candidates will be rejected forthright.
- (iii) Applicants who are employed in Government/Quasi Government/Autonomous Institute/Public Sector Undertakings etc. should apply through proper channel, with a certificate of Vigilance Clearance. In case application is not forwarded through proper channel applicants will be required to bring No Objection Certificate from their employer if they are called for the Interview/Written test etc. failing which they will not be allowed to appear for the said Interview/Written test.
- (iv) 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.
- (v) No correspondence will be entertained from the candidates regarding their selection/test/interview/appointment. Canvassing in any form will disqualify a candidate.
- (vi) THE INSTITUTE RESERVES THE RIGHT TO FILL UP OR NOT FILL UP THE POSTS(S).
- (vii) **Any subsequent amendments/modifications etc. on this matter will be notified in the Institute website only which may be referred by the interested candidates continuously.**
- (viii) Candidates appointed will be governed by the New Pension Scheme introduced w.e.f. 01.01.2004.
- (ix) **No interim queries will be entertained.**
- (x) **The Institute will not be responsible for any postal delay.**

Applications (in duplicate) in the prescribed application form (available in the website www.saha.ac.in) superscripted "Application for the post of Deputy Controller of Accounts (DCA)" with the requisite fee in form of Demand Draft (wherever applicable) and the duly self attested documents in support of age, educational qualification, experience and caste certificate may be sent to the **Registrar, Saha Institute of Nuclear Physics, 1/AF, Bidhannagar, Kolkata-700 064** so as to reach on or before **07-12-2020** by post. Application received after last date shall be treated as "**REJECTED**". Application without requisite documents will also be treated as "**REJECTED**". Application received through proper channel after the last date of receiving application will also be "**REJECTED**".

Advt.No.: SINP/Estt./Advt./04 /2020

Date : 21-10-2020

DIRECTOR

Last Date of receiving the application is 07-12-2020

PROFORMA
CURRICULAM VITAE
(To be furnished in duplicate)

Paste self
attested
photograph

01. Advt. No./ Item No. :
02. Post applied for. :
03. Name of the applicant (in block letters). :
04. Father's/Guardian's name. :
05. Date of birth (in Christian Era). :
06. Permanent address. :
-
07. Address for correspondence. :
(with e-mail & Mobile No.)
-
08. Nationality. :
09. Religion. :
10. Gender :
11. Marital status. :
12. Place of birth and state. :
13. Whether belonging to SC/ST/OBC/PWD/
Ex-Serviceman. :

17. Additional information, if any, in support of your suitability for the post. :
(Please attach separate sheet)

18. Names of Referees(please mention contact telephone no and email addresses) :

(Applicable for the post of Registrar only)

(1)_____

(2)_____

(3)_____

19. Details of fees submitted.

DECLARATION

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. I further undertake that I shall not withdraw my candidature for the post applied for:

Place:

Date:

(Signature of the applicant)

Name_____

Details of enclosures:

1)_____

2)_____

3)_____

4)_____

5)_____

To be certified by the Cadre Controlling Authority/Employer

Certified that the particulars furnished by the officer are correct as per the records held in this office and no disciplinary/vigilance case is pending/contemplated against the officer and that no major/minor penalty has been awarded to him during the past 10 years and there is no doubt about the integrity of the officer.

(Name, Signature & Seal of the Cadre Controlling Authority/Employer)

No. : _____

Date : _____