



# THE ASIATIC SOCIETY

Founded in 1784

(An Institution of National Importance declared by an Act of Parliament)

Under Ministry of Culture, Government of India

1, Park Street, Kolkata- 700016

Phone : 2229-0779, 2249-7250, 2229-7251, Fax: 033-2252-0600

Website: www.asiaticsocietycal.com



## VACANCY NOTICE

Ref No: TASK/2018/02

Dated: 2<sup>nd</sup> March, 2018

The Asiatic Society, Kolkata, an Institution of National Importance declared by an Act of Parliament and an Autonomous Institution under Ministry of Culture, Government of India invites applications from bonafide Indian Citizens for filling up the following posts. The posts carry DA and other allowances as admissible to a Central Government employee posted in Kolkata other than Pay in Pay Band and Grade Pay. Provident Fund and other recruitment benefits will be regulated as per Central Government Rules.

### I. **Accounts Officer** [Group B]

1. Number of Post : 1(One) -UR
2. Scale of Pay : PB 2: Rs 9,300 -34,800/- , Grade Pay of Rs 4,600/- [6<sup>th</sup> CPC]
3. Age Limit : Below 55 years as on the last date of submission of application
4. Mode of Recruitment : Transfer or on Deputation from Government
5. Qualification : A Bachelor's degree in Commerce with 8 years experience in accounts work

### II. **Lower Division Clerk** [Group C]

1. Number of Post : 3(Three) - SC-1, ST-1, OBC-1
2. Scale of Pay : PB 1 : Rs 5,200 -20,200/- , Grade Pay of Rs 1,900/- [6<sup>th</sup> CPC]
3. Age Limit : Below 27 years as on the last date of submission of application
4. Mode of Recruitment : Direct Recruitment
5. Qualification : Possessing Certificate of School Final or equivalent Examination with knowledge of typing. Knowledge of Computer Operation desirable.

### **Instructions to Candidates:**

1. Application form may be downloaded from the Society's website <http://www.asiaticsocietykolkata.org>
2. Application form (hard copy) duly completed in all respects along with self-attested copies of certificates in support of date of birth, educational qualification, experience, caste verification etc should be sent to the General Secretary , The Asiatic Society, 1 Park Street, Kolkata -700016 on or before 2<sup>nd</sup> May,2018.
3. Candidates applying for the post of Accounts Officer should submit ACR/APAR of last three years alongwith their applications.
4. Candidate working in Government/Semi Government/PSU/Autonomous Bodies should submit their applications THROUGH PROPER CHANNEL.
5. Eligibility criteria including the upper age limit will be reckoned on the last date of submission of application, i.e. on 2<sup>nd</sup> May, 2018.
6. Relaxation of age will be given as per Government of India Rules.
7. Incomplete or application received late shall be rejected without any notice and no further communication shall be entertained in this behalf.
8. Canvassing or bringing influence in any form will disqualify the candidature.
9. In case of any disputes / suits or legal proceedings against the Institute, the Jurisdiction shall be restricted to the Courts of Kolkata.
10. **The candidates, who had applied for the post of Lower Division Clerk advertised in January, 2018 need not apply again.**

[S B Chakrabarti]  
General Secretary

**Application format**

Ref No: TASK/2018/02

Dated: 2<sup>nd</sup> March, 2018

Affix a recent  
passport size self  
attested  
photograph

- 1. Name of the Post applied for :
- 2. Name of the candidate (in block letters) :
- 3. Father's/Husband's Name :
- 4. Nationality :
- 5. Date of Birth :
- 6. Whether OBC/SC/ST/Gen :
- 7. Sex (Male/Female) :
- 8. Present Postal Address with PIN Code :
  
- 9. Permanent Postal Address with PIN Code :
  
- 10. Phone Number : 10 a. e-mail address :
- 11. Academic Qualification (Beginning with Matriculation) :

Sl. No	Name of the Examination passed	Year of Passing	Board/ University	Division/Class/Grade

**12. Experience if any (Previous/Present employment) :**

Sl. No	Name of the Employer	Name of the post	Pay/Pay Scale	Period		Remarks , if any
				From	To	

**13. Any other information :**

**14. Declaration :**

I hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information/ particulars furnished above are found to be false or incorrect at any stage; my application/candidature is liable to be summarily rejected and my services will be terminated forthwith.

I also declare that I have never been punished or debarred from Govt. (Central/State/Autonomous) Service. I have not been convicted by any court of law for any civil or criminal offence. In the event of any ineligibility being detected at any time before or after selection, action may be taken against me, and I shall be bound by the decision of the employer.

Place:

[Signature of the Candidate]

Date: