



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: 033-2217-2355

Website: www.asiaticsocietykolkata.org



VACANCY NOTICE

Ref No: TASK/2019/01

Dated: 16th September, 2019

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. All the posts carry DA and other allowances as admissible to a Central Government employee posted in Kolkata other than Pay in Pay Matrix. Provident Fund and other retirement benefits will be regulated as per Central Government Rules.

I. **Assistant Maintenance Engineer** [Group C, Non- Ministerial]

1. Number of Post : 1(One) –UR
2. Scale of Pay : Level 6 : Rs 35,400 -1,12,400/- [7th CPC]
3. Age Limit : 30 years
4. Mode of Recruitment : Direct Recruitment
5. Qualification :
 - a. Diploma in Civil/Electrical Engineering
 - b. Experience in maintenance, water supply and drainage etc
 - c. Some experience in maintenance of AC Plant, Generator and Lift is desirable.

II. **Stenographer** [Group C, Ministerial]

1. Number of Post : 2(Two) –UR
2. Scale of Pay : Level 4 : Rs 25,500 -81,100/- [7th CPC]
3. Age Limit : 27 years
4. Mode of Recruitment : Direct Recruitment
5. Qualification : Preferably Graduate with proficiency in stenography, speed required should be as per norms fixed by the Government [80 w.p.m. in Shorthand and 40 w.p.m. in typing]. Knowledge of Computer operation should be treated as an added qualification.

III. **Liftman** [Group C, Ministerial]

1. Number of Post : 1(One) –UR
2. Scale of Pay : Level 1 : Rs 18,000 -56,900/- [7th CPC]
3. Age Limit : 30 years
4. Mode of Recruitment : Direct Recruitment
5. Qualification : Class VIII pass with lift operating licence. Knowledge of Electric Work desirable.

IV. **Generator Operator cum Pump Operator** [Group C, Ministerial]

1. Number of Post : 1(One) –UR
2. Scale of Pay : Level 1 : Rs 18,000 -56,900/- [7th CPC]
3. Age Limit : 32 years
4. Mode of Recruitment : Direct Recruitment
5. Qualification : Class VIII pass with experience in operation of big generator [above 100KVA), Pumps and working experience in electric line

Instructions to Candidates:

1. Application form may be downloaded from the Society's website [http:// www.asiaticsocietykolkata.org](http://www.asiaticsocietykolkata.org)
2. Application in prescribed format and duly completed in all respects along with self-attested copies of certificates in support of date of birth, educational qualification, caste, experience etc should be sent to the General Secretary , The Asiatic Society, 1 Park Street, Kolkata -700016 on or before **18th November,2019**.
3. **Application sent through e-mail or not in the prescribed format will not be considered and be rejected straightway. Application not accompanied with relevant certificates and testimonials shall be summarily rejected.** The envelope containing the application form should be super-scribed in bold letter as **"Application for the post of against Vacancy Notice No. TASK/2019/01 Dated 16.09.2019"**.
4. Eligibility criteria including the upper age limit will be reckoned on the last date of submission of application, i.e. on **18th November, 2019**.

5. Candidates working in Government/Semi Government/PSU/Autonomous Bodies should submit their applications THROUGH PROPER CHANNEL. They may, however, send an advance copy of the application along with enclosures as required to the address given above.
6. Relaxation in age limit will be allowed to SC/ST/OBC/PWD/Ex-Serviceman and departmental candidates as per Govt. of India rules.
7. Incomplete or application received after the due date 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 Society, the Jurisdiction shall be restricted to the Courts of Kolkata

Sd/-
[S B Chakrabarti]
General Secretary

Application format

Affix a recent passport
size self attested
photograph

Ref No: TASK/2019/01

Dated: 16thSeptember, 2019

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. Sex (Male/Female) :
7. Address for Communication with PIN Code :
8. Permanent Address with PIN Code :
9. Phone Number : 9 a. E-mail address :
10. Educational and /or Technical Qualification :

Sl. No	Name of the Examination passed	Year of Passing	School /Board/ University	Division/Class/Grade
1				
2				
3				
4				
5				

11. Experience if any (Previous/Present employment) :

12. Any other information [like details of license etc.] :

13. AADHAR No [Optional] :

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/PSU) 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: