

**SAHA INSTITUTE OF NUCLEAR PHYSICS**  
**(Aided Institute under Department of Atomic Energy, Government of India)**  
**Sector-1, Block-AF, Bidhannagar**  
**Kolkata-700 064.**

**Sub. : Recruitment for filling up of various Technical and Administrative posts**

Applications are invited from eligible Indian Nationals for filling up the following permanent posts of this Institute **on direct recruitment basis**. D.A., H.R.A, Transport Allowances etc. are admissible under the rules of the Institute. The details of the posts are as under:-

Sl. No.	Post	Post Code	Division/ Section	Level of Pay as per 7 <sup>th</sup> CPC	Vacancies & Reservation				
					Total	UR	SC	ST	OBC
<b>Technical Category (Re-advertisement)</b>									
1.	Engineer-“C”	19/2017-BME-01(OBC)	BM(Elect)	10	1	-	-	-	1
		19/2017-BME/AC-02(OBC/OH)	BM(Elect) for AC		1	-	-	-	1 (OH)*
		19/2017-BMC-03(OBC/HH)	BM(Civil)		1	-	-	-	1 (HH)*
2.	Scientific Assistant-“B”	19/2017-BME-04(ST)	BM(Elect)	6	2	-	-	1	1
		19/2017-BME-05(OBC)							
		19/2017-BME/AC-06(SC)	BM(Elect) for AC		1	-	1	-	-
		19/2017-BMC-07(ST)	BM(Civil)		1	-	-	1	-
		19/2017-NPD-08(ST)	NPD (FRENA)		1	-	-	1	-
19/2017-Comp.-09ST/OH)	Comp.Sc.	1	-	-	1 (OH)*	-			
3.	Technician-“B”	19/2017-BME-10(UR)	BM(Elect)	3	2	1	-	-	1
		19/2017-BME-11(OBC)							
		19/2017-BME/AC-12(OBC)	BM(Elect) for AC		1	-	-	-	1
		19/2017-BMC-13(UR)	BM(Civil) Plumber		1	1	-	-	-
		19/2017-Admn.-14(ST)	Admn. (Security)		1	-	-	1	-
19/2017-Admn.-15(ST)	Admn. (Guest House)	1	-	-	1	-			
<b>Administrative Category (Fresh Advertisement) (Online Application)</b>									
4.	Lower Division Clerk	19/2017-Admn./LDC-16(UR) 19/2017-Admn./LDC-17(UR/VH)	ADM	2	4	2 (1-UR,	-	1	1

		19/2017-Admn./LDC-18(ST) 19/2017-Admn./LDC-19(OBC)				1-UR-VH)			
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\* UR & other categories of PWD applicants may also apply.

- Roster Point : (i) Engineer-“C” : OH – I/01, HH – I/67  
(ii) SA-“B”(Computational Science Divn.) : OH – I/01  
(iii) Lower Division Clerk : VH – I/34

A. **Eligibility Conditions:-**

B.

A.1. **Essential Qualifications:**

**Engineer ‘C’-** 1<sup>st</sup> class Graduate (60% marks) in B.E./B. Tech. with 2 years’ relevant experience after obtaining requisite qualification **OR** M.Tech. (after B.E. or M.Sc.) after obtaining requisite qualification.

**Scientific Assistant ‘B’**

**For NPD(FRENA) :** ~~Minimum 60% marks in B.Sc. OR Minimum 55% marks in B.Sc. (Hons.).~~

**AMENDED :** Diploma/Licentiate Engineering ( 3 years after secondary) with 6 years’ of relevant experience after obtaining requisite qualification[ **Civil/Electrical** ]

**For BM (Civil & Electrical) :** Diploma/Licentiate Engineering ( 3 years after secondary) with 6 years’ of relevant experience after obtaining requisite qualification [ **Civil/Electrical** ].

**For Computational Science Division :** Diploma/Licentiate Engineer ( 3 years after secondary) with 6 years’ of relevant experience after obtaining requisite qualification

**Technician ‘B’** – (i) Higher Secondary (at least 50% marks with science & mathematics) after obtaining requisite qualification **OR** Secondary (Minimum 60% marks) with 4 years’ relevant experience after obtaining requisite qualification **OR** 3 years relevant experience after obtaining requisite qualification (ITI certificates based on a curriculum of one year duration), **OR** 2 years relevant experience after obtaining requisite qualification (ITI certificates based on a curriculum of two years duration)

**Lower Division Clerk :** (i) Graduate or (ii) H.S. passed in English and Maths with atleast 3 years’ experience in routine office work **AND** a typing speed of 35 w.p.m. in English corresponding to computer typing speed of 10500 KDPH on an average of 5 key depressions for each word.

A.2. **Desirable Qualification/Experience:**

1. **Engineer-“C” :**

**Building Maintenance (Electrical) :**

Having working experience in a reputed organization in the field of Erection, operation and maintenance of 33KV/440 volt Substation, switchyard equipments, ACB, distribution panels, Motors,

starters, DG sets with AMF panels, Lifts, should have knowledge in estimation, schedule of work and tendering and sound knowledge of Computer. Having Electrical supervisor's permit issued by the State Licensing Board will be added advantage. Experience in erection & commissioning of HVAC Works and equipment. Experience in different Electrical Projects.

**Building Maintenance (Electrical) for AC :**

Having working experience in a reputed organization in the field of Erection, operation and maintenance of HVAC, Chillers, VRF Unit, Split and Windows ACs, should have knowledge in estimation, schedule of work and tendering and sound knowledge of Computer. Having Electrical supervisor's permit issued by the State Licensing Board will be added advantage. Planning, execution and maintenance of AC Plant. Planning, design and execution of works pertaining to HVAC.

**Building Maintenance (Civil) :**

2 years' experience in design, estimation & execution of large construction projects of both RCC/Steel structures comprising of office/laboratories/residential complex, roads, public health etc. should have knowledge of engineering softwares and conversant with project planning. Knowledge of CPWD working procedure. Experience of coordinating with multidisciplinary design consultants and construction team on large projects.

**2. Scientific Assistant-"B"**

**Building Maintenance (Electrical)**

Having working experience in a reputed organization in the field of Erection, operation and maintenance of 33KV/440 volt Substation, switchyard equipments, ACB, distribution panels, Motors, starters, DG sets with AMF panels, Lifts, Preparation of Estimate, Tender Documents, preparation of schedule of work etc. and sound knowledge of Computer. Having Electrical supervisor's permit issued by the state Licensing Board will be added advantage. Shift duty has to be performed if required.

**Building Maintenance (Electrical) for AC :**

Having working experience in a reputed organization in the field of erection, operation and maintenance of HVAC, CHILLERS, VRF unit, Split and Window ACs. Preparation of Estimate, Tender Documents, preparation of schedule of work etc. and sound knowledge of Computer. Having Electrical supervisor's permit issued by the state Licensing Board will be added advantage. Shift duty has to be performed if required.

**Building Maintenance (Civil) :**

Diploma in Civil Engineering with 4 years' experience of supervision of Civil works related to RCC & Steel structures, preparation of schedule of work and working drawing. Tender & estimate related to maintenance of office, laboratory building, housing, sanitary & PH works, road works etc. Preparation of bills for contractors, working knowledge in CPWD procedure. Should have knowledge in AUTOCAD drawing.

### **NPD (FRENA) :**

Candidate will be associated with experimental facility development and maintenance work indifferent laboratories of Nuclear Physics Division, especially the upcoming accelerator laboratory. Working experience in designing/planning mechanical fabrication, setting up of mechanical structures and / or handling and maintaining nuclear radiation detectors will be preferred. Working Knowledge of computer usage and programming will be useful. **AND** (i) Preference should be given to candidates having Major/Honours in Physics in Degree level (ii) The scientific assistant will have to work in shifts.

### **Computational Science:**

Maintenance of servers having Linux/Windows OS with Configuration / Troubleshooting; Maintenance of Campus LAN (wired and wireless), RDBMS (like MySQL, Oracle etc.), Web technologies (like HTTP, CSS, PHP,Java, etc.)

## **3. Technician-“B”**

### **Building Maintenance (Electrical) :**

Having working experience in a reputed organization in the field of operation and maintenance of 33KV/440 volt Substation, switchyard equipments, ACB, distribution panels, Motors, starters, DG sets with AMF panels. Having Electrical workman permit issued by the state Licensing Board will be added advantage. Shift duty has to be performed if required.

### **Building Maintenance (Electrical) for AC :**

Having working experience in a reputed organization in the field of installation, operation, maintenance, overhaul, and repair of air conditioning, refrigeration, and heating systems. Shift duty has to be performed if required.

### **Building Maintenance (Civil) :**

With two (2) years post qualification working experience in a reputed organization in the field of maintenance of plumbing lines including GI, CI, SW etc. at all levels with adequate knowledge of fixing and laying of new lines and knowledge in pump operation including minor maintenance and repairing of pump set.

### **Administration (Security) :**

Knowledge in Computer Applications. Good managerial and communication skills. MS Office application skills.

### **Administrative (Guest House) :**

One year Certificate Course in Hospitality Management from a recognised institution and good communication skills. MS Office application skills.

#### 4. Lower Division Clerk :

- (i) Good communication skill, both oral and written in English
- (ii) Experience in any standard accounting software, e.g. Tally, etc.
- (iii) Good knowledge in MS Office application
- (iv) Procurement related experience.

**Age Limit** : Between 18 and 27 years for Technician 'B' & Lower Division Clerk, 30 years for Scientific Assistant-'B' and 35 years for Engineer 'C'.

**Note :** The crucial date for determining the age limit shall be the last date of receiving the application i.e **29<sup>th</sup> December, 2017.**

Age relaxation will be in accordance with the instructions or orders issued by the Central Govt. for the SC/ST/OBCs/Ex-Serviceman. The qualification etc. will also be reckoned on the same date.

## **General Instruction**

### **A. For OFFLINE mode-Technical posts only**

- (i) Interested candidates must apply only in OFFLINE mode.
- (ii) **Application fee of Rs.300/- (Rupees three 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 employees 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 circumstance.**

**Fee paid by modes other than demand draft will not be accepted and the applications of such candidates will be rejected forthright.**

- (iii) Candidates who are employed in Government/Quasi Government/Autonomous Institutes/Public Sector Undertakings etc. should apply through proper channel alongwith the certificate duly signed by the competent authority available in the *PROFORMA*.
- (iv) Self-attested photo copies of documents in respect of qualification, experience and caste certificate/ex-serviceman (for reserved categories only) of the candidate must be submitted with the application form.
- (v) Candidates applying for more than one post should apply separately.
- (vi) No correspondence will be entertained from the candidates regarding their selection/test/interview/appointment. Canvassing in any form will disqualify a candidate.
- (vii) THE INSTITUTE RESERVES THE RIGHT TO FILL UP OR NOT FILL UP THE POST(S).
- (viii) 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.
- (ix) Reservation for SC/ST/OBC will be as per Government of India rules.
- (x) Reservation for persons with disabilities (PWD) will be as per Govt. orders in vogue. Persons with disabilities (PWD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- (xi) Candidates appointed will be governed by the New Pension Scheme introduced w.e.f. 01.01.2004.
- (xii) TA for Outstation candidates will be as per Government of India rules/ instruction.
- (xiii) No interim queries will be entertained.
- (xiv) The Institute will not be responsible for any postal delay.

- (xv) **Incomplete application, application without requisite fees (wherever applicable), application without requisite enclosures, application made in other formats/mode will be summarily rejected.**

**Persons suffering from not less than 40% of the relevant disability are only eligible for the benefit of reservation.**

**Persons with disabilities (PWDs) can also apply for the post not reserved for PWDs but identified for PWDs in accordance with provision of para 25 of DoPT OM no. 36036/3/2004-Estt (Res) dated 29.12.2005. Engineer-C & Technician-B posts are not identified for the VH candidates.**

Application giving full details for the post alongwith the self-attested copies of relevant certificates/testimonials in the prescribed format of **Application Form** (with a recent passport size photograph pasted on the right hand top corner of the application) should reach the **Registrar, Saha Institute of Nuclear Physics, 1/AF, Bidhannagar, Kolkata-700 064** duly superscribed as "Application for the post of ....." mentioning the category viz. General/SC/ST/OBC/PWD/Ex-Serviceman before the last date of receiving the application. Application received after last date shall be treated as "REJECTED".

## B. For ONLINE mode-LDC post only

- (i) Interested candidates must apply only in ONLINE mode. For detailed instructions for filling up the online application form are available in the following link: <http://www.saha.ac.in/web/job-opportunities?id=1853>

**On-line application facility will be available from 16.11.2017 (11 A.M) to 29.12.2017 (3:00PM).**

- (ii) **Application fee of Rs.300/- (Rupees three 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 employees 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 circumstance.**

**Fee paid by modes other than demand draft will not be accepted and the applications of such candidates will be rejected forthright.**

- (iii) Candidates who are employed in Government/Quasi Government/Autonomous Institutes/Public Sector Undertakings etc. are required to bring No Objection Certificate from their employer if called for the Computer Typing Test failing which they will not be allowed to appear for the said test.
- (iv) No correspondence will be entertained from the candidates regarding their selection/written test/computer typing test/appointment. Canvassing in any form will disqualify a candidate.
- (v) THE INSTITUTE RESERVES THE RIGHT TO FILL UP OR NOT FILL UP THE POST(S).
- (vi) 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.
- (vii) Reservation for SC/ST/OBC will be as per Government of India rules.
- (viii) Reservation for persons with disabilities (PWD) will be as per Govt. orders in vogue. Persons with disabilities (PWD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- (ix) Candidates appointed will be governed by the New Pension Scheme introduced w.e.f. 01.01.2004.
- (x) TA for Outstation candidates will be as per Government of India rules/ instruction.
- (xi) No interim queries will be entertained.
- (xii) The Institute will not be responsible for any postal delay.
- (xiii) **Blind and Low Vision (LV) candidates are only eligible for the reservation under PWD for the post of LDC.**



**Persons suffering from not less than 40% of the relevant disability are only eligible for the benefit of reservation.**

**Persons with disabilities (PWDs) can also apply for the post not reserved for PWDs but identified for PWDs in accordance with provision of para 25 of DoPT OM no. 36036/3/2004-Estt (Res) dated 29.12.2005. Engineer-C & Technician-B posts are not identified for the VH candidates.**

Applicants are requested to send a printout of the online application form, duly ink signed with blue ink within 15 days of expiry of last date of receiving the online application with the requisite fee in form of Demand Draft (wherever applicable) by post to the **Registrar, Saha Institute of Nuclear Physics, 1/ AF, Bidhannagar, Kolkata-700 064** duly superscribed as "Application for the post of **LDC**" mentioning the category viz. General/SC/ST/OBC/PWD/Ex-Serviceman. While sending the hard copy of the application form alongwith DD please write the online application number, name of the applicant and post applied at the back of the DD. Application received after last date shall be treated as "REJECTED".

<b>LAST DATE OF RECEIVING OF OFFLINE APPLICATION (For Technical post only)</b>	<b>29.12.2017</b>
<b>For LDC POST ONLY</b>	
<b>DATE OF OPENING OF ONLINE APPLICATION</b>	<b>16.11.2017 (from 11 A.M.)</b>
<b>LAST DATE OF SUBMISSION OF ONLINE APPLICATION</b>	<b>29.12.2017 (upto 3 P.M )</b>
<b>LAST DATE OF RECEIPT OF PRINT-OUT OF ONLINE APPLICATION FORM ALONG WITH DD (if required)</b>	<b>10.01.2018</b>

**Advt. No. : SINP/Estt./Advt./19/2017**

**Date : 16<sup>th</sup> November, 2017**

**Registrar**