



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/2020/02

Dated: 5th June, 2020

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 eligible officers of Central/State Government for filling up the post of **Director [Group A] on deputation basis**. The post carries DA and other allowances as admissible to a Central Government employee posted in Kolkata other than Pay in Pay Matrix. The essential qualifications, experiences etc. required for applying for the post are as under :

1. Name of the Post : **Director**
2. Classification : Group A
3. Number of Post : 1(One)
4. Scale of Pay : Level 13 : Rs 1,23,100 -2,15,900/- [7th CPC]
5. Mode of Recruitment : Deputation
6. Qualification and Experience : Officers from Central /State Government
 - (a) (i) holding analogous posts
or
(ii) with 5 years service in scale of pay PB 3 : Rs 15,600-39,100/- with Grade Pay of Rs 7,600/- rendered after appointment thereto on regular basis
and
(b) possessing following educational qualification and experience:
 1. Essential:
 - i. Post graduate Degree in any discipline
 - ii. At least 10 years experience in administration/establishment and financial matters having thorough knowledge of government rules/regulations
 2. Desirable:
 - i. Degree/Diploma in Management and/or

- ii. Competence in use of computers in all functional areas of management

Instructions to Candidates:

1. The officers who fulfill the above qualification/eligibility criteria may submit their application in the prescribed Proforma at Annexure I through **Proper Channel** to the General Secretary, The Asiatic Society, Kolkata.
2. Application form may be downloaded from the Society's website **<https://www.asiaticsocietykolkata.org>**
3. Application in prescribed format and duly completed in all respects along with scanned copies [self attested] of certificates in support of date of birth, educational qualification, caste, experience etc. should be **sent through e mail to asiatickol.recruitment@gmail.com**
4. **Application sent through any other mode or unprescribed format will not be considered and shall be rejected. Application not accompanied with scanned copies of the relevant certificates and testimonials shall be rejected.** The subject line of the email should be written as **"Application for the post of DIRECTOR against Vacancy Notice No. TASK/2020/02 Dated 05.06.2020"**.
5. The last date of receipt of completed application in the prescribed proforma along with required documents through proper channel is **5th August, 2020 upto 18:30 hrs.**
6. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.
7. The period of deputation including period of deputation in another ex-cadre post preceding the appointment in same or some other organization/department shall ordinarily not exceed four years.
8. The deputation shall be governed by the standard terms and conditions of deputation provided under DoPT's OM No 2/6/2018-Esst.(Pay-II) dated 18.05.2018, as amended from time to time.
9. Incomplete or application received after the due date shall be rejected without any notice and no further communication shall be entertained in this regard.
10. Canvassing or bringing influence in any form will disqualify the candidature.
11. 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

Ref No: TASK/2020/02

Dated: 5th June, 2020

Affix a recent
passport size self
attested
photograph

1. Name of the Post applied for : Director
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 :

Qualification	Qualification required as per Vacancy Notification	Qualification possessed by the applicant
Essential		
Desirable		

12. Experience (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 Government 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

Certificate by Employer/Cadre Controlling Authority

1. The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.
2. Also certified that
 - i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt
 - ii. His/her integrity is certified.
 - iii. No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalty has been imposed on him/her during the last 10 years is enclosed. (as the case may be).
 - iv. Attested photocopies of the ACR/APAR for last 5 years will be furnished at the time of interview, if Shri/Smt is called for the same.

Place:

[Signature of the Employer/Cadre Controlling Authority]

Date

Name:

Designation:

Office Seal