

INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
Jadavpur, Kolkata - 700032

Adv No: IACS/ADVT/P/6

Date: 13. 02. 2017

Applications are invited in the prescribed **form** available on any working day between 12 noon and 1.30 pm with the receipt and dispatch section of the Association and also be downloaded from the website www.iacs.res.in for filling up the following posts. Permission of the present employers of the applicants, whenever necessary, should be furnished. The posts carry allowances, retiring and other benefits as per New Pension Scheme as are admissible to the Central Government employees stationed at Kolkata. Filled in application along with supported papers duly attested will be received by the Registrar, Indian Association for the Cultivation of Science, Kolkata 700032 upto April 04, 2017. Applications may also be submitted electronically to: recruitment@iacs.res.in.

1. **Deputy Registrar** : One post in the Administration in the PB-3 of Rs.15600-39100/- and Grade Pay of Rs.6600/-.

Qualification & Experience : Master's Degree/BE/Graduate (with MBA) or equivalent with ten years of experience in a responsible position in a reputed organisation having good knowledge about administration and finance.

Desirable : The candidate should have good knowledge of Government Rules related to areas like Service Matter, Academic, Administration, Finance & Purchase procedures, Society Registration Act etc. Preference will be given to the candidates having good knowledge in Computer Application and e-governance.

2. **Librarian** : One post in the PB-3 of Rs.15600-39100/- and Grade pay of Rs.6600/-.

Qualification & Experience : Master's degree in science with M. Lib and ten years of experience in library management.

Desirable : The candidate should have good reading, writing and speaking skills and knowledge of computer applications relevant to library work and experience in handling Digital Modern Library and online resources.

3. **Assistant Registrar** : One post in the Administration in the PB-3 of Rs.15600-39100/- and Grade Pay of Rs.5400/-.

Qualification & Experience : Master's Degree with seven years of experience or degree with twelve years of experience.

Desirable : Having good reading and writing skill in English, knowledge of computer applications and conversant with Government rules in areas like establishment matters and general administration. Preference will be given to candidates with experience of working in a responsible administrative position in Government Organisation/Academic or Research Institution/PSU and/or having experience in e-governance.

**ACTING
REGISTRAR**