

BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES
(An Autonomous Institution under the Department of Science and Technology,
Government of India, New Delhi)
53, University Road, Lucknow - 226 007, UP (India)
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ADVERTISEMENT No. 02 /2017

Applications in the prescribed proforma are invited from Indian nationals for one post of Accounts Officer (UR Category) on direct recruitment in the Pay Scale of PB-3 (Rs.15600-39100 + Grade Pay Rs.5400/-) in the institute. The required qualifications for the post is as under:

Essential:

- i) Graduate preferably in Commerce of a recognized University.
- ii) 8 years experience in supervisory position in Finance and Accounts in Government/Scientific/Reputed organization with thorough knowledge of Government of India's rules and regulations, budgeting, auditing and planning.

Desirable:

Experience in Accounts in Research/Scientific Organization. Working knowledge of Computers.

Age limit: Below 40 years as on last date of receipt of applications i.e. **August 10, 2017.**

GENERAL:

1. Mere fulfilling of the minimum advertised qualification and experience requirements **DOES NOT** automatically entitle an applicant to be called for interview.
2. All the applications received within the due date in response to this advertisement shall be considered for short-listing by a Screening Committee and **ONLY** the candidates recommended by the Screening Committee will be called for interview. The decision of the Institute on short-listing of the candidates will be final and the Institute will not entertain any correspondence in this respect.
3. The Institute reserves the right not to fill up the post, if it so decides.
4. Persons working in Central/State Government/Public Sector Undertaking/ Autonomous Bodies should submit their applications through proper channel within due date.

5. Qualifications and other requirements for the post may be relaxed at the discretion of the appointing authority in respect of candidates otherwise well qualified.
6. There is no application fee for SC/ST/PH candidates. Other candidates are required to pay Non-refundable application fee of **Rs. 100/-** in favour of Birbal Sahni Institute of Palaeobotany, Lucknow through **DEMAND DRAFT ONLY** drawn on any Nationalized Bank payable at Lucknow. **NO OTHER** mode of payment of application fee is acceptable.
7. Crucial date for determining the age limit shall be the closing date for the receipt of applications from the candidates' i.e. **10.08.2017**; provided that the age limit is relaxable by five years in respect of candidates belonging to SC/ST categories, three years for candidates belonging to OBC category and 10 years for physically handicapped persons; provided that in case of applicants already in service in any of the funded Institutions under the Department of Science & Technology, Government of India, the relaxation of age limit upto a maximum of 5 years shall be admissible.
8. Persons working in Central/State Government/Public Sector Undertakings/ Autonomous Bodies should submit their applications through proper channel. Advance copies of applications are to be submitted within due date.
9. The appointing authority will satisfy itself that the character and antecedents of the persons proposed to be appointed are such as not to render them unsuitable for appointment.
10. If at any time before or after the selection of a candidate, it is found that any information is suppressed or false; his selection will be liable to be rejected or cancelled.
11. Usual allowances as per rules of the Institute, which are on the Government of India pattern, are admissible for the post.

HOW TO APPLY:

Interested candidates should submit their application **ONLY** in the prescribed proforma along with attested copies of mark sheets, certificates, degrees, testimonials, etc., to the **REGISTRAR, BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES, 53, UNIVERSITY ROAD, LUCKNOW 226007, U.P. (INDIA)** latest by **August 10, 2017**. Detailed advertisement and application proforma are available at the Institute's website www.bsip.res.in. Incomplete applications, applications not in the prescribed proforma or applications **NOT** received within the due date will **NOT** be considered. Canvassing in any form will be treated as disqualification. Interim enquiries will **NOT** be entertained.

APPLICATION PROFORMA

1. Post applied for : Accounts Officer
2. Advertisement No. : 02/2017
3. Name of applicant in capital letters : _____
4. Father's / Husband's name : _____
5. Date of birth : _____
6. Age as on the closing date : Years _____ Months _____ Days _____
for receipt of applications
i.e. 10.08.2017
7. Details of Demand Draft Bank.....Date.....Amount.....
8. Marital Status : _____
9. Complete postal address for : _____
communication with _____
Pin Code (in block letters). _____
10. Complete permanent address : _____
with Pin Code (in block letters) _____
11. (i) Contact No. with STD code : _____
(ii) Mobile No.: _____

E-mail ID : _____
12. Qualifications (from High School onwards) :

Affix recent
passport size
colour photo

Examination/ Degree (Academic/ Professional)	Subject/ Specialization	Year	Division	% Marks/ Grade	University/ College/ Board	Distinctions/ Scholarships

13. Details of experience/employment :

Sl. No	Name of Organization (Give complete address)	Post held	From	To	Pay scale/ emoluments	Nature of Duties

14. Whether belong to reserved category (SC/ST/OBC) : _____
15. Additional information, if any : _____
16. Details of enclosures attached : _____

Declaration to be signed by the candidate:

I hereby undertake that the entries in this application form are true to the best of my knowledge and belief. If it is found at any time that I have concealed any material information or given any false information in my application, my appointment shall be liable to be summarily terminated without notice or compensation.

Dated:

Signature of the applicant

