

**MAULANA ABAUL KALAM AZAD INSTITUTE OF ASIAN STUDIES**

**No. RECRUITMENT/1/2019-20**

**EMPLOYMENT NOTIFICATION**

Sl. No	Post	Group	Pay Scale/Level	No. of Vacancy	Category	Educational Qualification / Age limit (As per approved Recruitment Rules)
1	Administrative-cum-Finance Officer	A	(15600-39100) GP-6600 Level-11 (7 CPC)	01	Unreserved	<b>Educational and other Qualifications required for direct recruitment:</b>  i) Bachelor's Degree.  ii) ACA/ACWA/ACS/SAS.  iii) 10 years experience in a Govt. or a Corporate Orgn.  iv) Knowledge in Computer Applications.  <b>Age Limit : 40 Years.</b>

**\* THOSE WHO HAVE ALREADY APPLIED IN RESPONSE TO THE EARLIER ADVERTISEMENTS/CORRIGENDUM NOTICE PUBLISHED IN EMPLOYMENT NEWS DATED 22-28 JUNE 2019; 20-26 JULY 2019 AND 28 DECEMBER 2019 - 03 JANUARY 2020 ISSUES NEED NOT APPLY.**

**GENERAL CONDITIONS:**

1. Applications must reach to the **Director, Maulana Abul Kalam Azad Institute of Asian Studies (MAKAIAS), Block- IB 166, Sector III, Salt Lake, Kolkata 700106, within Six weeks from the date of publication of this advertisement in "The Employment News"** along with all copies of certificates and documents. Applicants working in Govt./semi-Govt./Autonomous Bodies/PSUs should apply through proper channel. The Envelope should be super scribed "Application for the post of Administrative-cum-Finance Officer". The detailed application may be downloaded from the website of the Institute [www.makaias.gov.in](http://www.makaias.gov.in).
2. Applications should neatly typed/hand written on A/4 size plain paper as per the prescribed format. All Columns of the application form should be filled up and no column should be left blank.
3. Applications received through e-mail/late/incomplete will not be considered and the Institute will not be responsible for any Postal delay.
4. Applications incomplete in any respect and not accompanied by copies of mark sheets / certificates / proof of age, experience (present & previous) / other relevant documents, photograph, unsigned and not in the prescribed format will be summarily rejected.
5. Reservation / Age Relaxation to candidates belonging to different categories shall be as per Government of India Rules.
6. Separate sheet can be used for submission of information in respect of Sl. No. 11-15 of the Format of Application.
7. Candidates must ensure before applying that they are eligible according to criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process he / she will be disqualified and their candidature cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
8. The prescribed essential qualifications & experience are the minimum and mere possession of the same does not entitle a candidate to be called for written test/skill test/interview.
9. The decision of the competent authority in all matters relating to eligibility, acceptance or rejection of applications etc. will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection.
10. The Institute does not undertake any responsibility for sending or replying to the candidates not selected or not called for Written Test/Skill Test/Interview.
11. All correspondences regarding selection process (Date, venue and time etc) will be intimated to the eligible candidate only through E-mail/ Speed Post. The Institute shall not be responsible for non-receipt of any communication on any account whatsoever.
12. Canvassing and/or bringing influence in any form will disqualify the candidature.
13. The Institute reserves the right for any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving any notice.
14. The Candidates selected on direct recruitment will be governed by the provisions of the Contributory Provident Fund (CPF).
15. No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
16. The applicants are advised to follow institute web site regularly for any amendments/updates.
17. Selected candidates may have to work in Kolkata or elsewhere at the centers of this Institute.
18. The Institute reserves the right to reject any or all applications without giving any reason whatsoever.

## FORMAT OF APPLICATION

Advertisement No.	:	
Position Applied for	:	
Application Mode [Direct Recruitment]	:	

1	Name in full (in Block Letters)	:					Affix self attested recent passport size photograph	
2	Father's/Husband's Name	:						
3	Gender & Marital Status	:						
4	Permanent Address including Pin code	:						
5	Correspondence address including Pin code	:						
6	Contact details (Phone No. & Email ID)	:						
7	(a) Date of Birth (Attested copy of proof of age to be attached)	:	Date		Month		Year	
	(b) Age as on last date of receipt of application	:	Year		Months		Days	
8	Nationality	:						
9	Religion	:						
10	(a) State your category (Gen/SC/ST/OBC/Ex-Serv) (attached certificate)	:						
	(b) Whether belongs to PwD (Yes/No) (If yes, attach copy of certificate)	:			If yes, VH/HH/OH With % of disability			

### 11 Educational Qualifications beginning with 10th std. onwards (Attached copies of mark sheet & certificates)

Examination Passed	Year of passing	Marks details		% of marks	Div/ Class	Board / University	College/Institution	Subject Taken
		Max marks	Marks obtained					

### 12 Professional / Technical Qualifications (Attached copies of mark sheet & certificates)

Examination Passed	Year of passing	Marks details		% of marks	Div/ Class	Board / University	College/Institution	Subject Taken
		Max marks	Marks obtained					

### 13 Work Experience (**Latest first** and certificate of each experience to be attached)

Name and address of Organisation	Designation & Job Type (Regular/ Contract)	Scale of pay & Grade Pay /Consolidated	Period of Service				Nature of work and level of responsibilities
			From	To	Year	Month	

14	Professional training undergone, if any, and details thereof	:				
15	Any other relevant information that you may like to furnish	:				

I hereby declare that I have read the provisions given in the advertisement and all the statements made and information given by me in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect or suppressed before or after the test/interview or during the appointment period, my candidature/appointment shall automatically stands cancelled/repatriated/ terminated without any notice or compensation..

Date:-

Signature of the Candidate

Place:-