



इण्डियन एसोसिएशन फॉर द कल्टीवेशन ऑफ साइंस

INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE

(An Autonomous Institute of Department of Science & Technology, Government of India and a deemed to be University under section 3 of UGC Act, 1956)

जादवपुर, कोलकाता - 700 032 / Jadavpur, Kolkata - 700 032

Advt. No: IACS/ADVT/P/02/1093

Date: 14.09.2023

Applications are invited using the [form](#) available in the website of the Indian Association for the Cultivation of Science (www.iacs.res.in) for filling up the posts of (a) 1 (one) Finance & Accounts Officer and (b) 1 (one) Secretary in the Director's Secretariat as detailed below. The form will also be available in the Receipt & Dispatch Section of IACS on any working day during 11.00 A.M and 4.00 P.M. Duly filled in applications along with requisite documents must be submitted on (or) before 30 days (45 days for the applicants of North-Eastern regions) from the date of publication in Employment News.

1. HOW TO APPLY:

Filled in applications along with a passport size self attested photograph affixing on it, supporting documents in support of educational qualification, age and experience duly attested, will be received by the Receipt and Dispatch Section on any working day up to 5.00 p.m. on (or) before 30 days (45 days for the applicants of North-Eastern regions) from the date of publication in Employment News.

2. APPLICATION FEE:

Name of Post	Candidates Category	Non-refundable Application Fee (₹)
Finance & Accounts Officer	SC/ST and Female Candidates	500/-
	All other categories	1000/-
Secretary in the Director's Secretariat	SC/ST and Female Candidates	500/-
	All other categories	1000/-

Note: Any Tax/Bank Transaction Charges will be borne by the candidate.

Application fees will have to be sent together with the application by a demand draft drawn on State Bank of India, in favour of "INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE" payable at Kolkata. The Demand draft number should be mentioned in the application form.

Applications received without the prescribed fee shall not be considered and shall be summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor it will be adjusted against any other examination or selection.

3. VACANCY

Details of vacancies are as follows:

Name of Post	Group	Category of Post	Total No of Posts	Category
Finance & Accounts Officer	Group A	Administrative	01	UR
Secretary in the Director's Secretariat	Group A	Administrative	01	UR

The Institute Authority reserves the right not to fill up the post without assigning any reason. The Institute is not liable to compensate the applicant for any consequential damage/loss thereof.

4. EDUCATIONAL QUALIFICATION AND PAY:

Details of the Qualification, Experience and Pay for the post are as follows:

Name of Post	Qualification	Pay Level	Age Limit
Finance & Accounts Officer	Master's Degree in Commerce or Inter in Chartered/Cost Accountancy with five years' experience or Commerce Degree with twelve years' experience. <u>Desirable</u> : Experience in financial planning and accounting in Central Government Autonomous Institute/Public Sector Enterprise etc.	Level 10 in 7CPC	Not exceeding 40 years. 5 years relaxation is given to Government serving employees.
Secretary in the Director's Secretariat	Master's Degree with seven years' experience or Graduate with ten years' experience in a responsible secretarial position in a reputed organization. Good working knowledge of Computer, ability to communicate and co-ordinate independently and command over English language is necessary. <u>Desirable</u> : Degree/Diploma in Mass Communication with a proven expertise in the same field.	Level 10 in 7 CPC	Not exceeding 35 years. 5 years' relaxation is given to Government serving employees.

In addition to Pay, they will also be eligible for DA, HRA and Transport Allowance and other allowances as are admissible to the Central Government Employees stationed at Kolkata.

5. SELECTION PROCEDURE

The institute at its discretion may conduct multiple levels screening including written test, if required, followed by Interview for selection of candidate for appointment to the above posts on the basis of merit. The decision of the IACS authority shall be final in this regard.

The scheme and schedule of examinations/selection tests will be notified in the IACS official website in due course.

IACS will have the right to decide cut-off marks for the tests and the rule to resolve degeneracy in the marks. Candidates scoring below the cut-off in the selection test will have no right to claim appointment.

6. IMPORTANT DATES

Last date for receipt of application is 30 days (45 days for the applicants of North-Eastern regions) from the date of publication in Employment News. (up to 5.00 p.m.)

Date of Screening Test/Written Examination : Will be notified in due course in the official website of IACS, if requirement arises.

7. GENERAL INSTRUCTIONS:

The applicants would be admitted to the Written Test on the basis of the information furnished by them in their application form. They are, therefore, advised to ensure that they fulfil all the eligibility conditions before applying. In case it is found at a later stage that the information furnished by an applicant is false or an applicant does not fulfil any other eligibility conditions, the candidature of such applicant would be cancelled and no correspondence in this regard would be entertained. Issuance of invitation to appear for Written Test shall not confer any right for appointment. Appointment will be solely subject to fulfillment of all the eligibility conditions and recommendations of the Selection Committee.

The post carries allowances, retirement and other benefits as per National Pension Scheme as are admissible to the IACS Employees.

Any subsequent amendments/modifications etc. on this matter will be notified in the institute website only which may be referred to by the interested candidates continuously.

Candidature of the application shall be subject to verification of testimonials at any subsequent stage. Incomplete application and testimonials detected at any stage will be liable for cancellation of candidature.

Candidates may ensure that they fill in the correct information; candidates who furnish false information are liable to be disqualified at any state of recruitment.

No TA/DA shall be paid to the candidates for attending the Written Test/Interview.

Applications in respect of regular employees in Government Departments/Autonomous Bodies/PSUs should be forwarded through proper channel. However, those who are forwarding their application through proper channel are advised to submit an advance copy of application form well before the last date.

In case the last date fixed for receipt of applications is declared a holiday, next working day shall be deemed to be the last date for receiving the applications.

Application form (a) received after the last date or (b) incomplete in any respect or (c) any fresh enclosures received after the last date (d) application without self-attested copies of certificates / testimonials shall not be considered and are liable to be rejected.

The candidates may send their applications in an envelope superscripted clearly "**APPLICATION FOR THE POST OF FINANCE & ACCOUNTS OFFICER/SECRETARY IN DIRECTOR'S SECRETARIAT**" (along with advertisement number).

8. Selection Committee may cancel an application at any time, in case qualification and criteria are not met, and/or any discrepancy is found at any point of time in the selection process.

9. IACS reserves the right not to fill up the posts if suitable candidates are not found.

Registrar