

Board of Practical Training (Eastern Region) Kolkata

An Autonomous Body of Department of Higher Education

Ministry of Education, Govt. of India

Website – www.bopter.gov.in

Recruitment Notice

Advertisement No. BOPT/01/2022/Rectt.

Applications are invited for the following post on Direct Recruitment from the candidates working in Central / State Govt. Deptts. / Autonomous Organizations in the Board of Practical Training (ER), Kolkata, details of which are as follows:

1. Name of the Post : Administrative-cum-Accounts Officer (Group-A)
2. Pay: Rs.56100/- - 177500/- ; Pay Level 10 (as per 7th CPC) with allowances as admissible under Central Govt. Rules.
3. No. of Post : One (Unreserved).
4. Essential Qualification : (i) At least a 2nd class Bachelor's degree in Arts, Science or Commerce; (ii) A pass in CA or ICWA or SAS Exam of the Indian Audit and Accounts Department or equivalent; (iii) At least 5 year's experience in responsible supervisory position in a Government Department / Autonomous organization.
5. Desirable Qualifications : (i) Knowledge of Central Govt. Rules and Regulations relating to Accounts, Budgeting, Staff matters etc.; (ii) Knowledge of Administrative procedures in a Govt. organization; (iii) Work experience in computerized accounting environment.
6. Maximum age limit as on closing date of application : 45 years. [for SC/ST/OBC (Non-Creamy Layer)/PWD/Ex-Servicemen, age relaxation is applicable as per Central Govt. Rules.]

A. Process for submitting applications:

- (i) Applications can be submitted through on-line mode only on or before the closing date of application by paying requisite amount of fees of Rs.500/- for General & OBC (Non-Creamy Layer) category only and fees for SC/ST/PH/Women are waived.
- (ii) At the time of submission of applications through on-line, the requisite certificates (self attested) in support of age, essential qualification, desirable qualification and experience must be uploaded. Illegible copies of documents uploaded will be summarily rejected and BOPT (ER) will not be responsible for rejection of such applications.
- (iii) Online applications can be submitted on website www.bopter.gov.in under the link 'Career'. Link for online application will be made available from 14th August, 2022. Closing date of submission of online application is 15th September, 2022.
- (iv) Candidates must read the details along with terms and conditions of this Recruitment Notice before submitting online application.

B. Screening of the applications and conduct of selection interview:

- (i) The applications generated through on-line mode containing application number will be scrutinized / examined and eligible and deserving candidates will be short-listed for calling to appear in the interview. The list of shortlisted candidates will be published on BOPT (ER) website www.bopter.gov.in. The decision in regards to short-listing by the Committee of the Board will be final.
- (ii) The selection will be made through interview to be conducted by the constituted Committee of the Board. The decision of the Committee in regards to selection of deserving and suitable candidate will be final and will be bound to be complied by all applicants.

C. Mandatory documents required at the time of attending interview:

- (i) Candidates working in Government / Autonomous Bodies are required to apply through on-line mode and generate a hard copy of successfully submitted application form through online mode and keep the same for submission to BOPT (ER) at the time of attending interview, if called for.

- (ii) The shortlisted applicant while reporting for interview on scheduled date and time (to be notified on the website only at a later date) must bring a copy of print out (hard copy) of application form generated from online submission of application along with all testimonials in original (in support of age, essential qualification, desirable qualification and experience) and No Objection Certificate (NOC) in original from present employer stating that the present employer has No Objection in releasing the applicant on account of his/her selection to the post in BOPT (ER).
- (iii) Candidates without NOC from present employer will not be allowed to appear in the interview.

D. Terms & Conditions:

- (i) Appointee to the post will be on minimum two years of probation subject to satisfaction of appointing authority.
- (ii) Applications not made within the stipulated time period as well as applications with incomplete information are liable to be rejected.
- (iii) Deserving candidate on the basis of qualification and/or experience may be recommended by the Selection Committee for grant of higher starting pay in the prescribed Pay Band.
- (iv) For (a) departmental candidates of BOPT applying on direct recruitment basis (b) candidates belonging to SC/ST/OBC (Non-Creamy Layer)/PWD/Ex-Servicemen category, age relaxation will be applicable as per Recruitment Rules of the Board / Central Govt. Rules.
- (v) Candidates who have passed examinations other than the mentioned essential qualification and who claim equivalence to the mentioned examination should enclose Equivalence Certificate issued by the Competent Authority.
- (vi) The candidates must complete the submission of online application successfully in advance without waiting for last minute submission. BOPT (ER) will not be responsible for any glitches, technical issues, server problems that may arise at the last moment.
- (vii) Closing date of submission of application is 15th September, 2022.
- (viii) BOPT (ER) reserve all rights to cancel / postpone this Recruitment Notice / Advertisement without assigning any reason whatsoever.

Director