



SAHA INSTITUTE OF NUCLEAR PHYSICS
1/AF, Bidhannagar,
Kolkata-700 064.

Advt. No.: SINP/Estt./Advt./14/2026

Date: 14.08.2026

ADVERTISEMENT FOR FILLING UP OF GROUP-A & GROUP-B POSTS
UNDER ADMINISTRATIVE CATEGORY

ON DEPUTATION BASIS

Saha Institute of Nuclear Physics (SINP), Kolkata, a grant-in-aid Institution under the Department of Atomic Energy (DAE), Government of India, is one of the premier Institutes of basic scientific research. SINP is looking for filling up the following posts on **DEPUTATION** basis as indicated below:

1. DETAILS OF VACANCY: –

[All posts in this table will be filled up by **Deputation basis (not exceeding 5 years)**]

Sl. No	Name of the Post	Post Code	Pay Scale	Vacancies	Age Limit	Category of post
1	Accounts Officer	A/_/2026-AO	Level 10	01	Deputation basis: Age limit as per GoI norms	Administrative
2	Assistant Administrative Officer – I	B/_/2026-AAO-I	Level 7	01		

2. ESSENTIAL QUALIFICATIONS & EXPERIENCE:

Sl. No.	Designation	Essential Eligibility & Experience	Desirable Eligibility and Experience	Selection Procedure
1	Accounts Officer	<u>Deputation:</u> (i) Officers holding Analogous Post in DAE/Aided institutions Or (ii) Officers having a minimum of 08 years of regular service in Pay Level – 8.	(i) Good Knowledge of GOI rules, regulations and procedure in respect of service matters and GFR. (ii) Working in a responsible position in a government/ central autonomous in Accounts department, covering planning / preparation of Plan & Budget Estimates, Management of funds, financial accounting, preparation of final accounts and various statements of accounts etc.	Selection process shall include written exam, perusal of APAR and interview of the candidates.
2	Assistant Administrative Officer – I	<u>Deputation:</u> (i) Officers holding Analogous Post in DAE/Aided institutions Or (ii) Officers having a minimum of 03 years of regular service in Pay Level – 6.	(i) Good knowledge of GOI Rules, regulations and procedures in respect of service matters and General Financial Rules. (ii) The candidate should be well versed with the usage of computers.	Selection process shall include written exam and perusal of APAR of the candidates.

3. IMPORTANT INSTRUCTIONS:

- 3.1 No provision for reservation exists for the posts to be filled up on deputation basis.
- 3.2 All applicants must fulfil the eligibility conditions for the post and the other conditions stipulated in the advertisement as on the last date of receipt of the applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications and/or experience laid down for the post as on the last date of receipt of the applications. No enquiries with reference to eligibility will be entertained.
- 3.3 Eligible candidates wish to apply for the deputation post/s must submit duly filled in Application form attached with this notification as Annexure-I. The application should be forwarded through proper channel by the Cadre Controlling Authority/Employer after filling up the prescribed proforma as attached vide Annexure – II.
- Attested photocopies of the APARs of last five years (2020-21 to 2024-25) are to be enclosed while forwarding the application. If due to some administrative reason, APAR of any year is under process / cannot be submitted, then one year back APAR will be accepted. If the APARs in the parent department is maintained in Grade (year wise) e.g. Outstanding, Very Good, Good, Average, Below Average, Poor etc., then the same may be submitted in Grade Point (year wise) i.e. in numerical value.
- 3.4 The concerned Institution/Department/Competent Authority, while forwarding the application shall certify that the applicant, if selected, will be relieved to take up the appointment within one month of the receipt of the offer of appointment.
- 3.5 The pay of the selected candidate will be regulated under the provisions contained in the DoP&T O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 as amended from time to time.
- 3.6 Applicants are advised to send their application only through proper channel. Applications sent directly or as an advance copy shall not be entertained.

4. GENERAL INSTRUCTIONS:

- 4.1 The applicant must be a citizen of India.
- 4.2 The prescribed qualifications are the minimum and the mere possession and fulfilling the essential and desirable qualification does not entitle the applicants to be called for the written test/interview.
- 4.3 The application should be accompanied by self-attested copies of the relevant educational qualification, experience. Incomplete applications that are not accompanied with the required certificates/documents or unsigned applications are liable to be rejected.
- 4.4 All employment under Government of India/ State Government etc. like adhoc, contract, part time which are not permanent i.e. not holding substantive post/ lien shall be treated as temporary.
- 4.5 If any document/ certificate is furnished in a language other than Hindi or English, a Hindi or English transcript of the same, duly attested by the candidate is to be submitted.
- 4.6 The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of applications.
- 4.7 Persons with disabilities (PWD) fulfilling the eligibility conditions are encouraged to apply.
- 4.8 Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in written test/interview.
- 4.9 Suppression of factual information, production of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his/her candidature.
- 4.10 In case, any defect/discrepancy is detected at any point of time in future even after appointment that the candidate is not eligible as per the prescribed qualification, experience, etc. which could not be detected at the time of written test/interview due to various circumstances, his/her appointment shall be liable for termination forthwith without any notice.

- 4.11 The decision of the SINP in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of written test/interview will be final and binding on the candidates.
- 4.12 Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- 4.13 NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED. Candidates are advised to visit SINP website for updates.
- 4.14 Employment in Institute shall be governed by the Rules and Regulations, service conditions, as notified by the Institute from time to time.
- 4.15 The Institute reserves the right to modify/ withdraw the notification at any time. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
- 4.16 Applicants are advised to enter correct/valid data in respect of various information as provided in the application Form. Incorrect details, if entered, by any applicant could result in summarily rejection of the applicant at any stage of the recruitment process.
- 4.17 All correspondence and communication, from the Institute including written test/interview letter, if any, shall be sent only to the e-mail address provided by the applicant in the application form.
- 4.18 Institute shall process the applications entirely on the basis of information / documents submitted by the candidates. In case the information/documents are found to be false /incorrect, by way of omission or inclusion, the responsibility and liability shall lie solely with the applicant and the applicant alone would be responsible for consequences, if any.
- 4.19 If at any stage during the selection process, or after issuing an appointment letter, it is found that there was any misrepresentation or false information submitted by any candidate or that the appointment has been obtained based on false or incorrect information by any candidate or in case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to or any appointment letter issued to the applicant.
- 4.20 Application once made will not be allowed to be withdrawn, nor can it be held in reserve for any other recruitment/ transferable to any other post or selection process.
- 4.21 In case of any dispute/ambiguity that may occur in the process of selection, the decision of SINP shall be final.
- 4.22 Any addendum/corrigendum shall be posted only on the website of the Institute.

5. HOW TO APPLY:

The application (Annexure – I) of the applicant along with self-attested copies in support of qualification, experience, age and the certificate of the Cadre Controlling Authority/Employer (Annexure – II) as mentioned above are to be forwarded through proper channel to the following address:

“The Establishment Officer, Saha Institute of Nuclear Physics, 1/AF, Bidhannagar, Kolkata -700064”

6. LAST DATE OF RECEIPT OF APPLICATION:

The last date of receipt of application forwarded through proper channel is 25.09.2026.

Registrar

BIO-DATA/CURRICULUM VITAE PROFORMA*(While applying on Deputation basis)*

Paste self- attested photograph

01. Advt. No. : SINP/Estt./Advt./14/2026 Date: 14.08.2026
02. Post applied for. :
03. Name of the applicant (in block letters). :
04. Father's/Guardian's name. :
05. Date of birth (in Christian Era). :
06. Permanent address. :
07. Address for correspondence.:
(with e-mail & Mobile No.)
08. Nationality. :
09. Religion. :
10. Gender. :
11. Marital status. :
12. Place of birth and state. :
13. Whether belongs to SC/ST/OBC/PWD/ESM :
14. Educational Qualifications (10th onwards). :
(Self-Attested photocopies of certificates to be enclosed).

Sl. No	Level	Exam passed/ Degree Trg.	Division/ Grade % of Marks	Year of Passi ng	Duration of the Degree/ Diploma	Board/ University	Subjects	Subject of Specialisation

15. Other Qualifications/Training (Photocopies of certificates to be enclosed) :

16. Details of Employment, in chronological order. (including the present post held) starting from initial appointment. Date of Declaration of EQ (Indicate day, month, year) :

Sl. No.	Office/ Orgn. with address & telephone No.	Post held	From	To	Total period			Scale of Pay & Basic Pay (Pre-revised/revised)	Nature of duties (Please attach separate sheet if required)
					Years	Months	Days		

17. Additional information, if any, in support of your suitability for the post. : (Please attach separate sheet)

DECLARATION

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. I further undertake that I shall not withdraw my candidature for the post applied for:

Place:

Date:

(Signature of the applicant)

Name:

Details of enclosures:

1)

2)

3)

4)

5)

To be certified by the Cadre Controlling Authority/Employer

Certified that the particulars furnished by the officer are correct as per the records held in this office and no disciplinary/vigilance case is pending/contemplated against the officer and that major/minor penalty has been / has not been * awarded to him during the past 10 years and there is no doubt about the integrity of the officer. It will be possible to relieve Shri/Smt./Ms. from this Office within one month of receipt of offer of appointment, in case s/he is selected for the applied post.

[* list of major/minor penalty imposed, if any, awarded during last 10 years is/are to be attached.]

It is also certified that particulars furnished by Shri/Smt./Ms. are correct and he/she possesses educational qualification and experience mentioned in the Advertisement.

APARs for the last five years duly attested (by an officer not below the rank of an Under Secretary to the Govt. of India) in respect of Shri/Smt./Ms. who has applied for deputation to the post of SINP, Kolkata, are attached herewith as per the details given below:

Sl. No.	Year	Overall Grading	Reference page no. of APAR
1.	2020-21		
2.	2021-22		
3.	2022-23		
4.	2023-24		
5.	2024-25		

Note: If due to some administrative reason, APAR of any year is under process/ cannot be submitted, then one year back APAR will be accepted.

Signature of the Forwarding Authority :

Name and Designation :

Official Seal :

Complete Office Address :

Email address of the
Forwarding Authority :

Telephone Number of the
Forwarding Authority :

Date :