



THE ASIATIC SOCIETY

Founded in 1784

(An Institution of National Importance declared by an Act of Parliament)
and

(An Autonomous Organization under Ministry of Culture, Government of India)

1, Park Street, Kolkata- 700016

Phone : 2229-0779, 2249-7250, 2229-7251, Fax: 033-2252-0600

Website: www.asiaticsocietykolkata.org



VACANCY NOTICE

Ref No: TASK/2022/02

Dated: 14th October, 2022

The Asiatic Society, Kolkata, an Institution of National Importance declared by an Act of Parliament and an Autonomous Institution under Ministry of Culture, Government of India, invites applications from eligible Indian Citizens for filling up the post of **Publication Assistant cum Proof Reader**. The post carries DA and other allowances as admissible to a Central Government employee posted in Kolkata other than Pay in Pay Matrix. The essential qualifications, experiences etc required for applying for the post are as under:

1. Name of the Post : **Publication Assistant cum Proof Reader**
2. Classification : Group C –Non-Ministerial
3. Number of Post : 1(One) –Unreserved
4. Scale of Pay : Level 4 of 7th CPC Pay Matrix : Rs 25,500 -81,100/-
5. Age Limit : 27 years
6. Mode of Recruitment : Direct Recruitment
7. Qualification and Experience : Bachelors degree with experience of Proof reading and publication work

Instructions to Candidates:

1. Interested eligible candidates may apply in the prescribed application format through 'ONLINE' portal (<http://asiaticsocietykolkata.in/jobapplication/index.html>). Applications will be accepted through the ONLINE portal only. No other form of application will be accepted.
2. Online application can be filed between **18th October, 2022 (on or after 10:00 hrs IST) and 30th November, 2022 (upto 17:00 hrs. IST)**. The system will not accept any application after 17:00 hrs on 30th November, 2022.

3. Scanned copies of certificates/testimonial, proof of payment of application fee etc. and photograph should be uploaded while submitting online application. **Online Application not accompanied with scanned copies of the relevant certificates and testimonials shall be summarily rejected.**
4. A pdf version of the Application with a unique Application number will be generated after the successful submission of the Application Form. Candidates are advised to keep with them this pdf Application Form for further reference. **There is no need to send hard copy of application. Application once submitted cannot be edited.**
5. The applicants are required to pay a non - refundable application fee of Rs 300/- (Rupees three hundred only) [**applicable for General & OBC candidates only**]. Application fee can be paid through **NEFT/RTGS or any other online payment option.**
6. Bank details of the Society for payment through RTGS/NEFT or any other online payment option :
 - Account Name : The Asiatic Society, Kolkata
 - Bank Name : Central Bank of India
 - Branch : Park Street, Kolkata
 - Account Number : 3489910353
 - IFS Code : CBIN0280108

The scanned copies of proof of payment of application fee should be uploaded while submitting online application.

7. Eligibility criteria including the upper age limit will be reckoned on the last date of submission of application (i. e .30.11.2022).
8. Relaxation in age limit will be allowed to SC/ST/OBC/PWD/Ex-Serviceman and departmental candidates as per Govt. of India rules.
9. The prescribed qualifications are the minimum and mere possession of the same does not entitle a candidate to be called for further selection process. In the event of number of application being large, the Society will resort to short listing criteria to restrict the number of candidates to be called for further process to a reasonable limit.
10. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Society reserves the right to modify/withdraw/cancel any communication made to the candidates.
11. Canvassing or bringing influence in any form will disqualify the candidature.

12. No interim queries will be entertained except technical queries regarding online application. For any such queries, kindly mail to **theasiaticsociety@gmail.com**
13. The Society reserves the right to reject any/all applications without assigning any reason whatsoever.
14. In case of any disputes / suits or legal proceedings against the Society, the Jurisdiction shall be restricted to the Courts of Kolkata.

Sd/-
[S B Chakrabarti]
General Secretary