



सीएसआईआर-संरचनात्मक अभियांत्रिकी अनुसंधान केन्द्र
CSIR-STRUCTURAL ENGINEERING RESEARCH CENTRE
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् Council of Scientific and Industrial Research)
सीएसआईआर रोड CSIR Road, तरमणि Taramani, चेन्नै Chennai 600 113

No.A1(680)95-Rct.

Dated: 3rd July 2013

अधिसूचना सं NOTIFICATION No.SE-4/2013

वैज्ञानिक एवं नवीकृत अनुसंधान अकादमी में अस्थायी रूप से, प्रथमतः एक वर्ष की अवधि के लिए, जो निष्पादन के आधार पर दो वर्ष तक कार्य विस्तार किया जा सकता है, में कार्य करने हेतु **लेखा अधिकारी की तुरंत परिनियुक्ति हेतु** उन उम्मीदवारों से आवेदन पत्रों का आमंत्रित करते हैं जो आयु / योग्यताएँ इत्यादि में निम्न शर्तों की पूर्ति करते हैं Applications are invited **for immediate engagement as Accounts Officer** in the Academy of Scientific and Innovative Research (AcSIR) at Chennai, purely on temporary basis only, for an initial period of One year which may be extended up to two years based on performance, from those who fulfill the conditions of Qualifications as follows :-

लेखा अधिकारी Accounts Officer : One Position

आवश्यक योग्यताएँ Essential Qualifications	a. Graduate in commerce with 60% marks from a recognized University with Advanced Accountancy, Financial Management, Auditing, Law and Taxation as major subjects; & b. CA / ICWA; & c. Knowledge of the use of Personal Computers and its applications & d. Two years experience in the field of Finance and Accounts from a reputed organization in the Government / Private Sector.
Desirable	Good Communication and drafting skills, in English
कार्य विवरण Job Description	To handle the entire Finance and Accounts activity of the Academy of Scientific and Innovative Research (AcSIR).
समेकित वृत्तिका Consolidated Compensation / Remuneration	₹35000 /- per month

Candidates should apply in the prescribed proforma (Annexure) duly signed along with recent passport size photograph, attested copies of Matriculation/SSLC / degree/provisional degree certificate/CA/ICWA certificates, copies of mark sheets for all the semesters/years, work experience certificates, testimonials etc. should be sent in a closed cover superscribed ``Application for the position of ``**ACCOUNTS OFFICER**`` to ``**THE CONTROLLER OF ADMINISTRATION, CSIR-STRUCTURAL ENGINEERING RESEARCH CENTRE, CSIR ROAD, TARAMANI, CHENNAI 600 113**`` on or before **24th July 2013**.

The date of determining the qualification /experience shall be the closing date prescribed for receipt of applications i.e. **24th July 2013**.

Sd-

(मेन्युल थॉमस Manuel Thomas)

प्रशासन नियंत्रक Controller of Administration

Note :

- [1] The CSIR campus is approximately 4 kms away from Adyar Canal Corner/Madhya Kailash Temple/CLRI/Regional Labour Institute Bus Stop and located on the CSIR Road, Taramani.
- [2] The CSIR campus can be reached by the following Bus Route Nos.
 - (i) 5 / 5C/ M5C from Parrys/Madras Central Railway Station (Get down at CSIR bus stop)
 - (ii) 5T from Vadapalani/T.Nagar Bus Terminus/Saidapet (Get down at CSIR bus stop) and
 - (iii) 23C from Egmore Railway Station (upto Adyar Madhya Kailash Temple /Canal Bus Stop)
 - (iv) M70/M70T/70K from Koyembedu Bus Terminus to Thiruvannmiyur (Get down at Tidel Park)
- [3] MRTS Train Route: Get down at Thiruvannmiyur Station in the ``Chennai Beach - Velacherry Route``.



CSIR-STRUCTURAL ENGINEERING RESEARCH CENTRE, CHENNAI
(Council of Scientific and Industrial Research)
APPLICATION FOR ACCOUNT OFFICER

All the columns are to be filled neatly either in Capital Letters or should be type-written (Use only A4 size paper for the format and enclosures)

1. Notification No : **SE-4/2013**
2. Name of the Applicant :
3. **Address for communication with** :
phone no. & e-mail address

Please paste
your latest
passport size
photograph
here

4. Father's/Husband's Name :
5. Date of Birth :
6. Nationality & Religion :
7. Category (SC/ST/OBC/Women/Others):
8. Sex :
9. Educational Qualification :

Sl. No.	Exam Passed	Name of the Board/Univ.	Class or Division	Year of Passing	Specialization	%age marks
01.	Matric					
02.	HSC					
03.	B.Com					
04.	CA/ICWA					
05.	Others					

10. Details of Experience, if any :
11. Project Work details with title :
12. Details of previous employment / engagement in any CSIR Lab./Instt. including CSIR-SERC. :
13. Professional training undergone, if any :
14. Details of blood relation/s, if any, employed in SERC/CSIR :
16. Other information if any. :

DECLARATION

I hereby declare that all statements made in this application are true and complete to the best of my knowledge and belief and nothing has been concealed/distorted. If, at any time I am found to have concealed/distorted any material/information, my engagement as Account Officer is liable to be terminated without notice.

SIGNATURE OF THE CANDIDATE

PLACE:
DATE :