



BOARD OF PRACTICAL TRAINING (EASTERN REGION) KOLKATA

An Autonomous Body of Department of
Higher Education Ministry of Education, Govt. of India
Block-EA, Sector-I, Salt Lake City, Kolkata – 700064
Website : www.bopter.gov.in, E-mail : recruitment21.bopt@gmail.com



RECRUITMENT NOTICE

Advertisement No. BOPT/01/2022/Rectt.

Opening Date of Receipt of On-line Applications : 14.08.2022 (10:00 Hrs.)

Closing date of Receipt of On-line Applications : 15.09.2022 (23:59 Hrs.)

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

- Name of the Post : Administrative-cum-Accounts Officer (Group-A)**
- Pay: Rs.56100/- - 177500/- ; Pay Level 10 (as per 7th CPC)** with allowances as admissible under Central Govt. Rules.
- No. of Post :** One (Unreserved).
- 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.
- 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.
- 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.]

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 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 from 14th August, 2022 onwards till date of closing on website www.bopter.gov.in under the link 'Career'. 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.

For further details and online submission of application,
visit official website www.bopter.gov.in under the link 'Career'.

DIRECTOR