



The Asiatic Society

Founded in 1784

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

&

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

Patron : Hon'ble Governor of West Bengal

1, Park Street, Kolkata – 700 016 | Phone: 2229-0779 & 2249-7251

Website: www.asiaticsocietykolkata.org | E-mail: asiaticsociety-ask@asiaticsocietykolkata.nic.in



Ministry of Culture
Government of India

Reference No. TASK/2026/03

Date: 09.07.2026

VACANCY NOTICE

The Asiatic Society, Kolkata, an Institution of National Importance declared by an Act of Parliament and an Autonomous Organisation under Ministry of Culture, Government of India, invites applications for filling up the following positions. All these positions carry 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 positions are as under:

A. Controller of Finance:

- | | | | |
|----|------------------------------|---|--|
| 1. | Classification | : | Group A (Ministerial) |
| 2. | Number of Post | : | 01 (one) |
| 3. | Scale of Pay | : | Level - 11 : Rs. 67,700 to Rs. 2,08,700 [7th CPC Pay Matrix] |
| 4. | Mode of Recruitment | : | By transfer or on deputation with prior approval of the Government of India. |
| 5. | Age limit | : | Preferably below 55 years |
| 6. | Qualification and Experience | : | Officers holding analogous post in the Government or holding the post of Accounts Officer in Pay Level 7 (Rs. 44,900 to Rs. 1,42,400) in 7 th CPC Pay Matrix with eight (08) years' Experience in the Central Accounts formation. |

B. Accountant:

- | | | | |
|----|------------------------------|----|---|
| 1. | Classification | : | Group B (Ministerial) |
| 2. | Number of Post | : | 01 (One) |
| 3. | Scale of Pay | : | Level 6 : Rs. 35,400 – Rs. 1,12,400/- [7th CPC Pay Matrix] |
| 4. | Mode of Recruitment | : | Deputation |
| 5. | Age limit | : | Preferably below 55 years |
| 6. | Qualification and Experience | : | Persons |
| | | a. | i. Holding analogous post in the Government
or
ii. With 6 years regular service in Pay Level 5 :
Rs. 29,200 – Rs. 92,300/- [7 th CPC]
or
iii. With 10 years regular service in Pay Level 4 :
Rs. 25,500 – Rs. 81,100/- |
| | | | & |
| | | b. | Possessing Bachelor's Degree in Commerce with experience in accounts work. |



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Instruction to Candidates:

1. Candidates who fulfill the above qualification/eligibility criteria may submit their application in the prescribed Proforma at 'Annexure I' through **Proper Channel** to the Administrator, The Asiatic Society, Kolkata.
2. Application form may be downloaded from the Society's website:
<https://asiaticsociety.culture.gov.in>
3. Application in prescribed format and duly completed in all respects along with photo copies [self attested] of certificates in support of date of birth, educational qualification, caste, experience etc. and APARs/ACRs of last 5 years should be sent through **Courier/Speed post** only to **The Administrator, The Asiatic Society, 1 Park Street, Kolkata – 700016 within one (01) month of publication of this advertisement in the Employment News**. Eligible applicants may, however, send an Advance Copy of the Application along with the relevant certificates to the address given above.
4. **Application sent through any other mode or not in the prescribed format will not be considered and be rejected straightaway. Application not accompanied with photo copies of the relevant certificates and APARs/ACRs of last five (5) years shall be summarily rejected.**
5. The deputation shall be governed by the standard terms and conditions of deputation provided under DoPT's OM No 6/8/2009-Estt. (Pay-II) dated 17.06.2010, as amended from time to time.
6. Eligibility criteria including the upper age limit will be reckoned on the last date of submission of application.
7. Canvassing or bringing influence in any form will disqualify the candidature.
8. In case of any disputes/suits or legal proceedings against the Society, the Jurisdiction shall be restricted to the Courts of Kolkata.

Sd/-
Administrator
The Asiatic Society, Kolkata

Application Format

*Affix a recent
(not more than
six month old)
passport size
self attested
photograph*

1. Name of the Post applied for :
2. Name of the candidate (in block letters) :
3. Father's /Husband's Name :
4. Nationality :
5. Date of Birth :
6. Caste : UR ☐ OBC ☐ SC ☐ ST ☐
7. Sex : Male ☐ Female ☐ Any Other ☐
8. Permanent Address with pin code :
9. Address for Communication with pin code :
10. Mobile Number :
11. E-mail Address :
12. Educational Qualification :

13. Details of Employment in chronological order (Enclose a separate sheet duly authenticated by the signature of the Candidate, if the space below is insufficient):

Sl No.	Name of the Employer	Name of the post	Pay/Pay Scale	Period		Nature of Duties
				From	To	

14. Any other information:

15. Declaration:

I hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information/particulars furnished above are found to be false or incorrect at any stage; my application/candidature is liable to be summarily rejected and my services will be terminated forthwith.

I also declare that I have never been punished or debarred from Government Service. I have not been convicted by any court of law for any civil or criminal offence. In the event of any ineligibility being detected at any time before or after selection, action may be taken against me, and I shall be bound by the decision of the employer.

Place:

Date:

(Signature of the Candidate)

Certificate by Employer/Cadre Controlling Authority

1. The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the Vacancy Notice. If selected, he/she will be relieved immediately.
2. Also certified that:
 - i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.

.....
 - ii. His/her integrity is certified.
 - iii. No major/minor penalty has been imposed on him/her during the last 10 years or a list of major/minor penalty has been imposed on him/her during the last 10 years is enclosed (as the case may be).
 - iv. Attested photocopies of the ACR/APAR for last 5 years are enclosed.

Place:

(Signature of the Employer/Cadre Controlling Authority)

Date:

Name:

Designation: