



UNIVERSITY OF GOUR BANGA

(Established under West Bengal Act XXVI of 2007)

P.O.: Mokdumpur, Dist.: Malda, West Bengal – 732 103

Website: www.ugb.ac.in

Advertisement No.: 1031/UGB/R-16, Dated – November 10, 2016

Applications are invited from Indian Nationals for appointment to the following posts of the Officer and Non Teaching of the University.

- **Post No. 1: Deputy Registrar (One Post – GENERAL Category),**
- **Post No. 2: Deputy Controller of Examinations (One Post – GENERAL Category),**

Post No. 1: DEPUTY REGISTRAR (ONE POST – GENERAL CATEGORY):

► Qualification:

(a) Essential:

i. Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.

ii. At least 10 years' of experience as Lecturer/ Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration in Academic Institutions like University, Research Establishment and/or in an institute of higher learning of which 5 (five) years must be in a University or in an Institute of Post Graduate Study.

OR

Comparable experience in research establishments and other institutions of higher learning.

OR

10 (ten) years' administrative experience, of which 5 years shall be as Assistant Registrar or equivalent post.

iii. Age not less than 35 years. Relaxable in case of exceptionally qualified candidates.

(b) Desirable

i. A Doctorate Degree or published papers of high standard.

OR

ii. Experience of at least 10 years' in a fairly senior position in any academic institutions like a College or a University or a research organisation.

► **Scale of Pay: Pay Band – Rs. 15,600/- - 39,100/- with a Grade Pay of Rs. 8,000/-**

Post No. 2: Deputy Controller of Examinations (ONE POST-GENERAL CATEGORY):

► Qualification:

(a) Essential:

i. Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.

ii. At least 10 years' of experience as Lecturer/ Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration in Academic Institutions like University, Research

Establishment and/or in an institute of higher learning of which 5 (five) years must be in a University or in an Institute of Post Graduate Study.

OR

Comparable experience in research establishments and other institutions of higher learning.

OR

10 (ten) years' administrative experience, of which 5 years shall be as Assistant Registrar or equivalent post.

iii. Age not less than 35 years. Relaxable in case of exceptionally qualified candidates.

(b) Desirable

i. A Doctorate Degree or published papers of high standard.

OR

ii. Experience of at least 10 years' in a fairly senior position in any academic institutions like a College or a University or a research organisation.

iii. For Deputy Controller of Examinations it is essential to have experience of at least 3 years in conducting of examinations in either undergraduate teaching institution or equivalent.

► **Scale of Pay: Pay Band – Rs. 15,600/- - 39,100/- with a Grade Pay of Rs. 8,000/-**

General Instructions to the Candidates:

1. No application except in prescribed Application Form will be considered.
2. A person working in Govt. / Semi-Govt. / Public Sector undertaking must apply through proper channel.
3. Incomplete application will not be entertained.
4. University authority will not be responsible for any postal delay.
5. No TA/DA shall be paid to the candidates for attending the interview.
6. Application fees once paid shall not be refunded under any circumstances.
7. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his services shall be terminated.
8. The University reserves the right not to fill up the post advertised if the circumstances so warrant.
9. 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 University reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
10. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the competent authority shall be final.

12. The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The University will have the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that may deem fit.

13. In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Calcutta High Court.

The Application Form may be collected from the Office of the undersigned from **15.11.2016 to 16.12.2016** (except Saturday, Sunday & Govt. Holidays, during 11:00 a.m. to 03:00 p.m.) on payment of Rs.1500/- (Rupees One Thousand and Five Hundred Only) [Rs. 1000.00 (Rupees One Thousand Only) for SC/ST/BC]. The Application Form, given below, may also be downloaded from this webpage. The downloaded filled- in Application Form must be accompanied by requisite fee as Bank Draft payable at “**Malda**” drawn in favour of the “**University of Gour Banga**”. The filled- in Application Form in **5 (five)** sets with self attested copies of all necessary documents along with two self - addressed unstamped envelope of 25 x 13 cms. size must reach the Office of the “**Registrar, University of Gour Banga, P.O.: Mokdumpur, Dist. MALDA – 732103, West Bengal, INDIA**” on or before **December 16, 2016 (within 03:00 p.m.)**.

(Sri Arijit Das)
Assistant Registrar (Addl. Charge)

Find the Application Form in next page

UNIVERSITY OF GOUR BANGA

P.O.: Mokdumpur, Dist.: MALDA, West Bengal – 732 103

To,
The Registrar,
University of Gour Banga,
P.O.: Mokdumpur,
Dist.: MALDA, West Bengal – 732 103.

<u>Fees Details:</u>
<i>By Cash / D.D.</i>
<i>Rs.:</i>
<i>DD No.:</i>
<i>Date:</i>
<i>Drawing Bank:</i>
.....
.....

<i>Affix recent passport size coloured photograph signed by the candidate</i>
(DO NOT USE STAPLER OR PIN)

Sir,
I hereby apply for the post of in response to your advertisement No.: 1031/UGB/R-16, Dated-10.11.2016. The requisite particulars are given below in the prescribed Proforma and five sets, complete in all respects, are being submitted.

Yours faithfully,

Date:
(Signature of the Applicant)

BIO-DATA

- 1. Name in full (in block letters):
- 2. Address for communication (in block letters) with pin code:
.....
.....
.....PIN:
- E-mail ID:Phone No
- 3. Permanent address:
.....
.....PIN:

4. Date of birth (as per Madhyamik / Equivalent certificate):

5. Name of Father & Mother:

.....

6. Nationality:

7. Whether belongs to SC/ST/BC (Please mention the name of the Caste/Tribe):

8. Marital status: (a) Single / Married.

(b) Name of Spouse:.....

9. Educational qualifications:

Examination passed	Board/University	Year of passing	Class / Div.	% of Marks	Subjects studied	Any other information
M.P or equivalent						
H.S. or equivalent						
U. G. (mention Hons. /Pass, if applicable)						
P.G.						
M. Phil.						
Ph. D.						
Any other Degree or Qualification						
Specialised Training, if any.						

10. NET / SET, if any with the year of passing:

11. Details of M. Phil degree, if any:

12. (a) Details of Doctoral degree, if any:

Year: University

Title of Thesis

(b) Details of Doctoral Thesis submitted (if applicable):

13. Publications:

(a) Total number of Papers in recognized / referred research journals

.....

(Use separate sheet for the List of Publications, if necessary)

(b) Books (Title/Publisher/Year):.....

(Use separate sheet for the List, if necessary)

14. Administrative / Professional experience:

.....

15. Details of employment in chronological order (Gaps, if any, should be explained):

Employer	Post held (mention if permanent or temporary)	From	To	Length of Service	Scale of Pay & Pay drawn with Date of Next Increment.	Remarks, if any

16. Information regarding computer Proficiency and experience:

.....

17. If selected, time required for joining:

.....

18. Additional information, if any:

.....

19. Any point of time was there any departmental enquiry occurred: YES /NO.

If yes, then furnish details

I certify that the above statements are true to the best of my knowledge and belief. I accept that in case any of the information is found to be incorrect or in case there is any suppression of fact, the application is liable to be rejected.

Date:

Place:

(Signature of the Applicant)

N. B.:

Please enclose the following:

- a. 1 (One) Set of self-attested copies of all testimonials alongwith 5 (Five) sets of Filled in Applications Form.
- b. Requisite crossed Bank Draft drawn in favour of the *University of Gour Banga* payable at the "*Malda*, has to be enclosed at the time of submission of Application Form, in case the Form is download from the website.
- c. Proof of application through proper channel, in case of employed (Govt. / Semi-Govt. / Public Sector Undertaking) applicants.
- d. Two self-addressed envelopes of 25 x 13 c.m. size.

* The application sent in any other format is liable to be rejected.

For office Use only

Receipt

Received the Application Form for the post of

vide Sl. No.:

Authorised Signatory
University of Gour Banga