



UNIVERSITY OF GOUR BANGA



Established under the West Bengal Act XXVI of 2007
[Recognized U/S 2(f) & 12(B) of the UGC Act and NAAC accredited University with 'B' Grade (2016)]

P.O.: Mokdumpur, District: Malda, West Bengal, PIN- 732 103

URL: www.ugb.ac.in ♦ E-mail: registrar@ugb.ac.in

Advertisement for Officers Posts

Advertisement No.: 907/UGB/R-18, Dated - July 24, 2018

The University of Gour Banga, Malda, invites applications from Indian Nationals for (i) Post No. 1: Registrar and (ii) Post No. 2: Controller of Examinations. The Application Form to be downloaded from the University website www.ugb.ac.in from July 25, 2018 to August 08, 2018. The downloaded filled- in Application Form along with other relevant testimonials must be accompanied by requisite fee of Rs. 2,500/- (Rupees Two Thousand Five Hundred Only) [Rs.1,500/- for SC/ST/BC] 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 (One Set) of all necessary documents must reach the **"OFFICE OF THE REGISTRAR, UNIVERSITY OF GOUR BANGA, P.O.: MOKDUMPUR, DIST. MALDA, WEST BENGAL - 732 103, INDIA"** on or before August 08, 2018 (except Saturday, Sunday & Govt. Holidays, during 11:00 a.m. to 05:00 p.m.). The 'Name of the post along with Advertisement No.' must be indicated on the envelope.

(i) Post No. 1: REGISTRAR:

(a) Essential Qualification:

(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 15 years' of experience as Sr. Lecturer/ Reader/ Assistant Professor in the AGP of Rs. 7000/- and above or with 8 year's of service in the AGP of RS. 8000/- and above including as Associate Professor along with experience in educational administration in Academic Institutions like University, 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 establishment and other institutions of higher learning.

OR

15 (Fifteen) years administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

(iii) Age not less than 40 years as on 25.07.2018. Relaxable in the case of exceptionally qualified candidate.

(b) Desirable Qualification:

(i) A Doctorate Degree or published research work of merit.

OR

(ii) High Level administrative experience in a Government or Quasi Government organisation or a good background in administration and management in senior position.

► **Scale of Pay: Pay Band – Rs. 37,400/- - 67,000/- with a Grade Pay of Rs. 10,000/-**

(ii) Post No. 2: Controller of Examinations:

(a) Essential Qualification

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 15 years' of experience as Sr. Lecturer/ Reader/ Assistant Professor in the AGP of Rs. 7000/- and above or with 8 year's of service in the AGP of RS. 8000/- and above including as Associate Professor along with experience in educational administration in Academic Institutions like University, 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

15 (Fifteen) years' administrative experience, of which 8 years shall be as Deputy Registrar or equivalent post.

iii) Age not less than 40 years as on 25.07.2018. Relaxable in the case of exceptionally qualified candidate.

(b) Desirable Qualification

i) A Doctorate Degree or published research work of merit.

OR

ii) High level of administrative experience in a Government or Quasi Government organisation or a good background in administration and management in senior position.

iii) For the Post of Controller of Examination, it is essential to have experience in conduction of examinations either in institution of higher learning or in Service Commissions.

► **Scale of Pay: Pay Band – Rs. 37,400/- - 67,000/- with a Grade Pay of Rs. 10,000/-**

NOTE:

1) Qualification of Master's Degree may be relaxed in the case of candidates with at least 7 years' experience as Superintendent or in equivalent post in a University. In such case the performance records of such candidates for 7 years will also be examined.

2) In addition to the minimum eligibility criteria and experiences as stated above for each category of positions, the concerned universities may include other relevant qualifications/ experiences.

3) Relevant/ allied disciplines in each case, Good Academic Record and Maximum Age limit may be decided by the appropriate bodies of the concerned university.

4) A relaxation of 5% in the marks may be provided for the candidates belonging to SC/ST/Differently-abled (physically as well as visually) categories

a. At the Masters level required to satisfy the minimum eligibility criteria.

b. For assessing good academic record throughout the candidate's career.

The marks in each case mean the qualifying marks without any grace marks and/or rounding off procedures.

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 his/her 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/her service 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.
11. If any candidate is recommended for appointment in relaxation of any of the prescribed conditions relating to age, experience etc, it shall be so stated and recorded by the Selection Committee.
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 it 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.

- BY ORDER

N.B.:

*** The Candidates, who have applied earlier for the posts of Registrar and Controller of Examinations in response to the Advertisement Notice No.: 582/UGB/R-18, Dated-June 12, 2018, need not apply. Earlier Applicant's (vide Advertisement No.: 582/UGB/R-18, Dated - June 12, 2018) candidature for the respective post will be automatically considered as per the Advertisement No.: 907/UGB/R-18, Dated-July 24, 2018. However, such candidates are also allowed to update their bio-data (if any) referring the details of earlier applications within August 08, 2018.**

**** No Telephonic queries will be entertained in this regard ****



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URL: www.ugb.ac.in ♦ E-mail: registrar@ugb.ac.in

APPLICATION FORM FOR OFFICERS

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

<u>Fees (Demand Draft)</u>
<u>Details:</u>
Rs.:
DD No.:
Date:
Issuing Bank & Branch:
.....
.....

<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.:/UGB/R-18, Dated – 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:

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.....
.....

E-mail ID: Phone No

3. Permanent address:

.....
.....

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

5. Name of Father & Mother:
.....

6. Nationality:

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

8. Whether Differently Abled: YES / NO
If Yes, please furnish relevant documents.

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

(b) Name of Spouse:

10. 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.						

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

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

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

Year: University

Title of Thesis

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

14. 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)

15. Administrative / Professional experience:

.....

16. 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 (As on 25.07.2018)	Scale of Pay & Pay Drawn with Date of Next Increment.	Remarks, if any

17. Information regarding computer Proficiency and experience:

.....

18. If selected, time required for joining:

.....

19. Additional information, if any:

.....

20. 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. A crossed bank draft of requisite amount 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.

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

For office Use only

Receipt

<u>Fees (Demand Draft)</u>
<u>Details:</u>
Rs.:
DD No.:
Date:
Issuing Bank & Branch:
.....
.....

Received the Application Form from
for the post of vide Sl. No.:

Authorised Signatory
University of Gour Banga