

**THE UNIVERSITY OF BURDWAN
RAJBATI : BURDWAN
WEST BENGAL**

Advertisement No. 01/2017-2018

Dated, February 01, 2018

Applications are invited from Indian citizens in the prescribed forms to be downloaded from the University Website : www.buruniv.ac.in.

Price of forms:

Pay Band & Grade Pay	Price
P.B. Rs.15,600-39,100/- Grade Pay- Rs.8,000/-	Rs. 1,500/- (for General Category) Rs. 1,000/- (for Reserved Category)

Downloaded form shall accompany with a Crossed Demand Draft drawn in favour of the Finance Officer of the University of Burdwan or a cash challan of the University Cash Counter of requisite price for the post of Deputy Controller of Examinations. Applicants must have the minimum qualifications and experience as per relevant latest recruitment rules for the Officers in the State-aided Universities. Complete applications in the prescribed forms along with photocopies of two sets of all credentials must reach the office of the Registrar latest by **15/02/2018** (Through proper channel, in case of already employed candidates). **No TA/DA is admissible for attending the interview.** It should be noted that possession of minimum eligibility shall not confer any right to be called for interview. Incomplete applications will be rejected outright.

DEPUTY CONTROLLER OF EXAMINATIONS (LIEN BOUND) - 1 post (UR)
(Pay Band Rs 15,600 – 39,100 plus Grade Pay Rs 8,000)

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 grading system is followed.
- (ii) At least 10 years' of experience as Lecturer / Assistant Professor in the AGP of Rs. 6,000/- 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 organization.

iii) It is essential to have experience of at least 3 years in conducting of examinations in either undergraduate teaching institution or equivalent.

Note:.

- 1) A relaxation of 5% in the marks may be provided for the candidates belonging to SC/ST/Differently-able (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.

- 2) A relaxation of 5% may be provided for the minimum eligibility marks of 55% at the Master level to the Ph.D. degree holders who have obtained their Masters degree prior to September 19, 1991.

**Sd/- D. K. Panja
REGISTRAR**

THE UNIVERSITY OF BURDWAN



APPLICATION FORM (for the Post of Officers)

Advt. No.....dt.....

**To
The Registrar
The University of Burdwan
Rajbati, Burdwan 713 104**

Sir,

I beg to apply for the post of.....in terms of your advertisement as referred to above. The requisite particulars are given below.

1. Name in full (Block capital)
2. (a) Father's/Husband's name
- (b) Mother's name
- (c) Phone/Mobile No.
- (d) e-mail :
3. Postal address in full
- (Communication)
4. Permanent address
5. Date of Birth (in Christian era)
- Age on the date of application
6. Category to which he/she belongs*
 (*evidence to be produced) (Please tick): GEN SC ST OBC-A OBC-B

7. Educational Qualifications:

Particulars	Madhyamik/Equivalent	H.S./Equivalent	Bachelor's Degree	Master's Degree
Qualifications (Exams)				
Division/Grade or Class				
Year of passing				
% of Marks				
Main Subjects				
Board/University				

8. Professional Qualifications

9. Particulars of technical/teaching or administrative/experience present employment

Name of Institution served & position held	Period	Scale of pay, basic other allowances to be shown separately

10. Any other qualification: (Typed copies of other qualifications, publications of research work or other data may be furnished, if the space provided is found to be insufficient)

11. Extra curricular activities, if any

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12. Religion

13. Marital status

14. Whether a citizen of India

15. If the advertisement contains provision for higher initial pay, minimum pay acceptable may be stated

16. If appointed, what notice would be required before joining the post

17. Cash Challan of the University or Crossed Demand Draft bearing No.....& date.....on Burdwan depositing the application fee Rs.

18. Names of two referees to whom the candidate is known

(1)
.....
.....

(2)
.....
.....

19. Documents and attested copies of Certificates, Diploma, Degree, etc.

(1)
(2)
(3)
(4)
(5)
(6)

20. Additional Information, if any, relevant to the suitability of the post applied for. (A separate sheet may be attached, if needed)

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DECLARATION

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. If any information is found to be incorrect at any stage, my application shall be liable to be rejected.

Date

.....
Signature in full

THE UNIVERSITY OF BURDWAN



Advt. No

Date

PARTICULARS OF CANDIDATES FOR THE POST OF
..... in THE UNIVERSITY OF BURDWAN

1. Name in full
(In block letters)

2. Present Address
 (Communication)

3. Permanent Address

4. Date of Birth Age

5. Academic Career (Stating Percentage of marks in each of the examination)

Examination Passed	Division /Class	Year of passing	University/Board	% of marks
Madhyamik/or its equivalent				
H.S or its equivalent				
B.A/B.Sc/B.Com.				
M.A/M.Sc/M.Com.(Pl. mention spl. Paper, if any)				
Others				

6. Any other information
 (e.g. prizes or medals obtained from the University)

7. Particulars of Doctoral Degree, if any

8. Details of advanced Post-Graduate work of
 published papers

9. Present Employment
 (i) Employer

(ii) Designation held

(iii) Present basic pay with scale of pay

10. Other emoluments, if any

11. Minimum basic pay acceptable, if selected

Signature in full of the applicant