

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

Advertisement No. 02/2017-2018

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.37,400-67,000/- Grade Pay- Rs.10,000/-	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 Director, Directorate of Distance Education (Contractual). 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.

DIRECTOR, DIRECTORATE OF DISTANCE EDUCATION (Contractual) –

1 post.

(Pay Band Rs 37,400 - 67,000 plus Grade Pay Rs 10,000)

a. Essential Qualification :

- (i) Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade.
- (ii) At least 15 years' of experience in academic Institutions like University/College or in an Institute of Higher learning of which 5 years must be in high level Administration in a University or in an Institute of Post-graduate study.

b. Desirable:

- i) A Doctorate Degree or published research work of merit.
- ii) High level administrative experience in a Government or Quasi Government organization or a good background in administration and management in Distance Education.

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.
- 2) Retired persons below the age of 64 years may also apply.

Those who applied earlier for the post above against the advertisement No. 01/2012-2013 dated, 18th February, 2013 need not apply afresh, but they can submit their updated Bio-data, if any.

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

.....

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