

THE UNIVERSITY OF BURDWAN

RAJBATI : BURDWAN

WEST BENGAL

Advertisement No: 04/2018-2019 Dated, 30.05.2019

Applications are invited from Indian citizens in the prescribed forms to be downloaded from the University **Website : www.buruniv.ac.in** [Price of forms: Rs.1500 (General Category), Rs.1000 (Reserved Category) for PB – Rs 37,400-67,000 with GP Rs 10,000; Rs 1000 (General Category), Rs 750 (Reserved Category) for PB – Rs 15,600-39,100 with GP Rs 8,000 & 6,000.]

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 following posts. Completed application in the prescribed form along with photocopies of two sets of all credentials must reach the office of the Registrar by **14/06/2019** (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. Selection need not be confined to those who apply formally.

1. Finance Officer:- One post: (Pay Band- Rs. 37,400/- -67,000/- with a Grade Pay of Rs. 10,000/-)

[Those who applied earlier against advertisement no. 03/2018-2019 dated, 04.02.2019 need not to apply again, but they can update their bio-data.]

Essential Qualification:

- i. Uniformly good academic record with a Master's Degree in Commerce/Finance with minimum 55 % marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii. Chartered Accountant or Cost Accountant or equivalent professional qualification.

OR

Master's Degree in Business Administration with specialization in Finance.

- iii. 15 (Fifteen) years of working experience in management of finance in a Government/ University or Institute of Higher Learning/ Commercial Establishment of which 5 years must be in higher administrative post involving supervision, control, planning and administration.
- iv. Age not less than 40 years. Relaxable in case of exceptionally qualified candidates.

2. Medical Officer:- One post: (Pay Band- Rs. 15,600/- -39,100/- with a Grade Pay of Rs. 8,000/-)

(a) Essential Qualification:

- i. An M.B.B.S. Degree recognized by the I.M.C.

- ii. At least 10 years' experience of medical practice in a Government/ Military/ Quasi Government hospital.
- iii. Age not below 35 years. Relaxable in case of exceptionally qualified candidates.
- iv. 10 years' experience in hospital may be relaxed in case of private practice of reputation for 15 years.
- v. Any retired person having requisite qualification may also apply. Pay of the retired person will be fixed as per University rules (age not more than 65 years.)

(b) Desirable:

- i. Post graduate Degree in any of the branches of Medical Science or Diploma in Public and Tropical Medicine.

3. Placement & Students' Welfare Officer - One post: (UR-1) (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) Minimum of 7 years' experience in the supervisory capacity in an organization engaged in production or in teaching in a recognized Institute of Post Graduate Learning.
- (iii) Age not less than 35 years. Relaxable in case of exceptionally qualified candidates.

(b) Desirable:

- i) Experience in Major Industrial capacity in India particularly in West Bengal.

Or

Experience in marketing or sales activities of a public sector organization.

N.B. :

- (i) UR-Unreserved;
- (ii) 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.

**Sd/- T. Hossain
REGISTRAR (Officiating)**

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