



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, Dist.: Malda, Pin – 732 103, West Bengal, India



Ref. No.: 353/UGB/DR-2022

Date: 22.06.2022

ADVERTISEMENT FOR THE OFFICER POSTS

Advertisement No.: 353/UGB/DR-2022, Dated - 22.06.2022

The University of Gour Banga, Malda, invites applications from eligible Indian Nationals for the following Post -

Sl. No. 1: Registrar (One Post- UR),

Sl. No. 2: Deputy Registrar (One Post- UR),

Sl. No. 3: University Engineer (Civil) (One Post- UR),

Sl. No. 4: Audit Officer (One Post- UR).

The Application Form to be downloaded from the University website www.ugb.ac.in.

SL. NO. 1: REGISTRAR (ONE POST-UNRESERVED CATEGORY):

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. 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 organization or a good background in administration and management in senior position.

Scale of Pay: Entry Pay of **Rs. 1,44,200/- (Level 14)** plus admissible allowances as per State Government Orders.

SL. NO. 2: DEPUTY REGISTRAR (ONE POST-UNRESERVED CATEGORY):

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 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 Qualification:

- 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: Entry Pay of **Rs. 79,800/- (Level-12)** plus admissible allowances as per State Government Orders.

SL. NO. 3: UNIVERSITY ENGINEER (CIVIL) (ONE POST-UNRESERVED CATEGORY):

a. Essential Qualification:

- i. Uniformly good academic record with a Bachelor's Degree in Engineering with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed;
- ii. At least 10 years' experience in a position involving supervision, control and planning of construction work under Government / Quasi Government/ University / Institute of Higher Learning.
- iii. Age not below 35 years. Relaxable in the case of exceptionally qualified candidate.

b. Desirable Qualification:

- i. A postgraduate degree in Civil Engineering.
- ii. Experience of 5 years in large scale industrial concern and in a position involving, decision making in planning, estimation, designing and supervision of construction.

Scale of Pay: Entry Pay of **Rs. 79,800/- (Level-12)** plus admissible allowances as per State Government Orders.

SL. NO. 4: AUDIT OFFICER (ONE POST-UNRESERVED CATEGORY):

a. 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. 5 (five) years of working experience in Supervision, Control, Planning and Management of Accounts and Audit, preparation of budget in Government, Quasi-Government or University or Commercial Establishment.
- iii. Age not less than 30 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable Qualification:

- i. Chartered Accountant or Cost accountant or Business Management Degree.

Scale of Pay: Entry Pay of **Rs. 57,700/- (Level 10)** plus admissible allowances as per State Government Orders.

Requisite Application Fee:

1. Application Fee: Rs. 2,500/- [Rs. 2,000/- for SC/ST/OBC] for the Post of Registrar, Rs. 2,000/- [Rs. 1,500/- for SC/ST/OBC] for the posts of Deputy Registrar & University Engineer (Civil), and Rs. 1,500/- [Rs. 1,000/- for SC/ST/BC] for the posts of Audit Officer.
2. Application Fee is to be paid only through **Demand Draft** from any nationalized bank, favouring “**University of Gour Banga**” payable at “**Malda**” drawn during **23.06.2022 to 07.07.2022**.

How to Apply:

1. The prescribed Application Form is available on www.ugb.ac.in.
2. Requisite Application Fee is to be paid through **Demand Draft** from any nationalized bank, favouring “**University of Gour Banga**” payable at “**Malda**”
3. 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 Deputy Registrar, UNIVERSITY OF GOUR BANGA, P.O.: Mokdumpur, Dist. MALDA, West Bengal – 732 103, INDIA**” on and from **June 23, 2022 to July 07, 2022** (except Saturday, Sunday & Govt. Holidays, during 11:00 a.m. to 05:00 p.m.). **Closing date of receiving of filled in application is July 07, 2022 upto 05:00 pm.** ‘**Name of the Post applied for and Advertisement No.**’ must be indicated on the envelope.

General Instructions:

1. No application except in the prescribed Application Form will be considered.
2. Incomplete/partial application and applications without self-attested copies of certificates shall also be treated as cancelled and the University Authority shall not be liable to explain any reason in this matter.
3. University authority will not be responsible for any postal delay and any application received (in any mode) after the stipulated dates will not be considered. Application received after due date and time will be rejected summarily.
4. No TA/DA shall be paid to the candidates for attending the interview.
5. Application fees once paid shall not be refunded under any circumstances.
6. Candidates already in employment in Govt. / Semi-Govt. / Public Sector undertaking must apply through proper channel. However, an advance copy can be sent but the candidate has to submit/provide NOC from the present employer before the Selection Committee if short-listed for interview.

7. All original documents have to be furnished by the candidate at the time of interview.
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(s) made to the candidates. In this respect, the decision of the competent University authority shall be final.
10. Candidates applying for more than one post may apply separately for each post.
11. Age relaxation for SC/ST/OBCs/Ex-Serviceman and Persons with Disabilities (PWD) is applicable as per Government norms.
12. Mere eligibility will not ensure any right on any candidate for being called for interview. The decision of the University in all matters will be final. Canvassing in any manner would entail disqualification of the candidature.
13. OBC-A, OBC-B, SC, ST, PWD, EC certificate, (as the case may be, if applicable) issued by the competent authority of Govt. of West Bengal only, will be considered. Appointment process will strictly abide by the reservation policy of the State Government.
14. Appointments will be made on probation for one year which may be waived or extended in exceptional cases and will be guided by the rules as framed and/or amended from time to time. During or at the end of the period of probation, the service of the Teacher concerned may be terminated with one month's notice or with one month's salary in lieu thereof, without stating any reason thereof. On satisfactory completion of the probationary period, the incumbent concerned will be considered for being confirmed in service.
15. Service condition as notified by Orders of the Higher Education Department, Government of West Bengal from time to time will be applicable.
16. In cases of any disputes any suits or legal proceedings against the University, the jurisdiction shall be restricted to the Calcutta High Court.
17. No interim enquiries will be entertained. No telephonic queries will be entertained in this regard.

N.B.: Those candidates, who have applied earlier for the post of (i) Registrar (ii) Deputy Registrar, (iii) University Engineer & (iv) Audit Officer (vide Notification Ref. No.: 221/UGB/R-2020, Dated – 25.12.2020) they NEED NOT TO APPLY AGAIN. However, such candidates may update their bio-data within the stipulated dates i.e. during **23.06.2022 to 07.07.2022 without paying any application fees.**

Sd/-
Deputy Registrar (Addl. Charge)
University of Gour Banga, Malda