



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 & Non-Teaching Posts

Advertisement No.: 584/UGB/R-18, Dated – June 12, 2018.

The University of Gour Banga, Malda, invites applications from Indian Nationals for (i) **Post No. 1: Accounts Officer**; (ii) **Post No. 2: Accountant** and **Post No. 3: Cashier**. The Application Form to be downloaded from the University website www.ugb.ac.in from **June 13, 2018 to July 03, 2018**. The downloaded filled- in Application Form alongwith other relevant testimonials must be accompanied by requisite fee of Rs.500/- (Rupees Five Hundred) for the post of Accounts Officer [Rs.250/- for SC/ST/BC] and (iii) Rs.300/- (Rupees Three Hundred Only) for the post of Accountant and Cashier [Rs. 150.00 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 **July 03, 2018** (except Saturday, Sunday & Govt. Holidays, during 11:00 a.m. to 05:00 p.m.). The ‘Name of the post applied for and Advertisement No.’ must be indicated on the envelope.

Post No. 1: ACCOUNTS OFFICER:

► Qualification:

a. Essential

- 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 below 30 years as on 12.06.2018. Relaxable in case of exceptionally qualified candidates.

b. Desirable

- i. Chartered Accountant or Cost accountant or Business Management Degree with specialization in Finance.

► Scale of Pay: Pay Band – Rs. 15,600/- - 39,100/- with a Grade Pay of Rs. 6,000/-

(ii) Post No. 2: ACCOUNTANT:

► Qualification:

Essential Qualification:

- (a) Bachelor's Degree in commerce or allied field from a recognized University with at least 50% marks.
- (b) Experience: At least 3 years experience in the field of Accounts covering each of the following areas:
 - i) Knowledge of operation of Tally for record of transactions
 - ii) Knowledge of Day to Day Banking Operation including Bank Reconciliation Jobs.
 - iii) Knowledge of Financial rules of Govt. or Govt. aided Institutions.
 - iv) Knowledge of taxation matters relating to TDS and Salary.
 - v) Knowledge of Pay Role and Operations of Software thereof.
 - vi) Knowledge of finalization of Accounts.
 - vii)

Desirable:

- a) M. Com. from a recognized University.
- b) About 3 (Three) Years work experience, including cash handling.

► **Age:** As per Notification No.: 419-Edn (U)/OM-119L/2012, Dated – 18.04.2013.

► **Scale of Pay: Pay Band – Rs. 9,000/- - 28,300/- with a Grade Pay of Rs. 4,600/-**

(ii) Post No. 5: CASHIER:

► Qualification:

Essential Qualifications:

- a) Bachelor's Degree in commerce or allied field from a recognized University with at least 50% marks.
- b) Proficiency in the use of a variety of computer Office Applications such as M.S. Word, Excel and accounting software such as Tally, or equivalent.

Desirable:

- a) M. Com. from a recognized University.
- b) About 2 (Two) Years work experience, including cash handling.

Job Profile: a) Handling of cash, maintenance of cash book. b) Processing of claims of vendors/ employees towards settlement. c) Maintenance of accounting records/ledgers. d) Maintenance of bank accounts, preparation of Bank Reconciliation Statement. e) Assist in preparation of profit & Loss account and Balance Sheet. f) Assist in payment of taxes & duties to statutory authority. g) Assist in filing e-return & generation of way bill. h) Any other work that may be assigned by the authority from time to time.

► **Age:** As per Notification No.: 419-Edn (U)/OM-119L/2012, Dated – 18.04.2013.

► **Scale of Pay: Pay Band – Rs. 9,000/- - 28,300/- with a Grade Pay of Rs. 4,400/-**

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 academic 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 may it 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

The candidate who had already applied for the posts of Accounts Officer; Accountant and Cashier in response to our earlier advertisement, vide Advertisement Notice No.: 845/UGB/R-15, Dated-09.09.2015, is required to apply again. Such applicant may quote old payment details submitted earlier.

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