

**BANKURA UNIVERSITY  
WEST BENGAL**

Advertisement No: RO/BKU/M/Rec./11/2017 Dated : 13.07.2017

Applications are invited from Indian citizens in the prescribed forms to be downloaded from the University Website : [www.bankurauniv.ac.in](http://www.bankurauniv.ac.in) [Price of forms: **Rs.1500/- (General Category), Rs.1200/-(OBC-A/B)& Rs.1000/- (SC/ST) for PB –Rs. 37,400 – 67,000/- with AGP. Rs.10,000/** . Downloaded Form shall accompany a Crossed Demand Draft drawn in favour of the **Registrar of Bankura University, payable at Bankura** 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 24.07.2017 within working hours (Through proper channel, in case of already employed candidates). **Application form will not be received in the University office by hand.** 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. Librarian: Pay Band Rs. 37,400 – 67,000/- plus Academic Grade Pay Rs.10,000  
One (1) post Unreserved. Post to be filled through direct recruitment.**

**a. Minimum Eligibility Criteria**

- i. A Master's degree in Library Science / Information Science / Documentation with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and consistently good academic record as set out in UGC Regulations, 2010.
- ii. At least 13 (thirteen) years of experience as a Deputy Librarian in a University Library or 18 (eighteen) years of experience as a college Librarian.
- iii. Evidence of innovative library services and organization of published work.

**b. Desirable Experience**

Ph.D. / M.Phil. degree in Library Science / Information Science / Documentation / Archives and Manuscript Keeping.

**2. Controller of Examinations : PB Rs.37,400 – 67,000/- plus AGP Rs.10,000 :  
One (1) post Unreserved, Post to be filled through direct recruitment.**

**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 years 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 Post Graduate Study.  
OR  
Comparable experience in research establishments and other institutions of higher learning.  
OR  
15 (Fifteen) years' administrative experience of which 8years shall be as Deputy Registrar or equivalent post.
- iii. Age not less than 40 years. Relaxable in the case of exceptionally qualified candidates.

**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.
- iii. For the post of Controller of Examination, it is essential to have experience in conduction of examinations either in institution of higher learning or in Service Commissions.

**N.B. Those who have applied in response to previous Advertisement No.03/2016 dated 05.07.2016 need not apply again. However, they can submit their up-dated bio-data, if any.**

**3. Finance Officer : PB Rs. 37,400 – 67,000/- plus AGP Rs.10,000/-  
One (1) post Unreserved, Post to be filled through direct recruitment.**

**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. Chartered Accountant or Cost accountant or equivalent professional qualification.

OR

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

- iii. 15 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 the case of exceptionally qualified candidates.

**4. Inspector of Colleges: PB Rs. 37,400 – 67,000/- plus GP Rs. 10,000/-  
One (1) post Unreserved, Post to be filled through direct recruitment.**

**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 years 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 Post Graduate Study.  
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 I.C. or equivalent post.

- iii. Age not less than 40 years. Relaxable in the case of exceptionally qualified candidates.

**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.
- iii. For the post of Controller of Examination, it is essential to have experience in conduction of examinations either in institution of higher learning or in Service Commissions.

**5. Development Officer : (Pay Band – Rs. 15,600 – 39,100/- with a Grade Pay of Rs. 8,000/-  
One (1) post Unreserved, Post to be filled through direct recruitment.**

**Price of Form : Rs.1000/- (General Category), Rs.900/- (OBC-A/B) & Rs.750/- (SC/ST)**

**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 in a position involving supervision, control and planning of Administration of colleges/ Universities/ Institutes of Higher Learning or Government or Quasi Government organization.
- iii. Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.

**Desirable Qualification:**

- i. A Doctorate Degree or published work of high standard.
- ii. Experience of at least 7 (Seven) years in University or in post graduate research organization as Asst. Registrar or equivalent post. In that case records of performance will be examined.

N.B.: Candidates belonging to the OBC-A & OBC-B categories, whose Caste certificates were issued more than one year ago, must produce a ratification certificate from the issuing competent authority that they do not belong to the creamy layer as on date of advertisement along with copy of the previous certificate to enable this University that for the purpose of reservation including SC/ST. The certificate issued by the competent authority within the state of West Bengal shall only be considered valid. Such certificates issued from other states shall not be considered for the purpose of reservation. However, such candidates from other states may apply as unreserved candidates.

Candidates should clearly note that the University will in no case be responsible for non-receipt of application forms by the University and/ or non-receipt of interview letter by the candidate, for postal delay or for any other reason whatsoever.

Application received after due date and time be rejected summarily. Incomplete applications shall also be treated as cancelled and the University Authority shall not be liable to explain any reason in the matter.

Candidates are requested to super-scribe the words "Application for the post of Librarian/ Controller of Examinations/ Finance Officer/ Inspector of Colleges/ Development Officer" as the case may be on the top of the envelope

**Mere fulfilment of eligibility conditions does not entitle a candidate to be called for interview. Only those Candidates who will be short-listed after screening by relevant committee will be called for Interview.**



## BANKURA UNIVERSITY APPLICATION FORM

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

To  
The Registrar  
Bankura University  
Bankura 722155

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 & Occupation.....  
(b) Mother's name & Occupation .....
- (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. Whether physically handicapped: .....
- (If yes, please submit copy of proof thereof)
8. Religion .....

9. Marital status .....

10. Whether a citizen of India .....

11. Whether the candidate has been outside India, If so, the following particulars should be given:

Country Visited	Date of Visit	Duration of Visit	Purpose of Visit

12. What languages (including Indian language) can you read, write or speak?

Read only	Speak only	Read and Speak	Read, Speak and Write

13. Mother tongue: .....

14. Particulars concerning academic career commencing with matriculation or equivalent examination to be stated chronologically. Failure at any examination or in any term must be specifically mentioned:

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 Any other information, e.g., particulars of any prizes, medals, obtained at the University				

15. (a) Whether NET/SLET/GATE Qualified: .....  
If so, give details .....

(b) Details of API score according to UGC norm (Be enclosed in separate sheets):

16. (a) Details of any advanced Post-graduate work or published papers,



18. If the advertisement contains provision for higher initial pay, minimum pay acceptable may be stated .....
19. If appointed, what notice would be required before joining the post.....
20. Crossed Demand Draft bearing No ..... & date..... on Bankura depositing the application fee Rs. ....
21. Particulars of activities, if any, in the University Officers' Training Corps/Indian Territorial Force/National Cadet Corps/Games/Sports/Type/Shorthand/Computer, etc.  
.....  
.....
22. Whether applied previously for any post in Bankura University as. If so, details of it:  
.....
- 23 Name of two referees to whom the candidate is known:
  - (1) .....
  - (2) .....
24. Additional Information, if any: .....
25. Documents and attested copies of Certificates/Diploma/Degree, etc.
  - (i) .....
  - (ii) .....
  - (iii) .....
  - (iv) .....
  - (v) .....
  - (vi) .....
  - (vii) .....

**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*

# BANKURA UNIVERSITY

Advt. No .....

Date .....

## PARTICULARS OF CANDIDATES FOR THE POST OF

..... in  
**BANKURA UNIVERSITY.**

Name in full .....

(In block letters) .....

2. Present Address .....

(Communication) .....

3. Permanent Address .....

4. Phone No./Mobile No./e-mail: .....

5. Date of Birth ..... Age .....

6. 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				

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

8. Particulars of Doctoral Degree, if any .....

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

10. Present Employment .....

(i) Employer .....

(ii) Designation held .....

(iii) Present basic pay with scale of pay .....

11. Other emoluments, if any .....

12. Minimum basic pay acceptable, if selected .....

**Signature in full of the applicant**