



BANKURA UNIVERSITY

(West Bengal Act XIX of 2013- Bankura University Act, 2013)
Main Campus, Bankura Block-II, P.O.: Purandarpur,
Dist.: Bankura, Pin- 722155, West Bengal

Advertisement No: RO/BKU/367/2020 Dated: 29.12.2020

Applications are invited from Indian citizens in the prescribed form to be downloaded from the University **Website: www.bankurauniv.ac.in** [Price of forms: Rs.1000/- (General Category), Rs.900/- (OBC-A/B) & Rs.750/- (SC/ST)]

Downloaded form shall accompany with a Crossed Demand Draft drawn in favour of **Bankura University payable at Bankura** of requisite price for the following post. Completed application in the prescribed form along with photocopies of two sets of all credentials must reach the office of the Registrar by 17th January, 2021 (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.

Secretary to Vice Chancellor: Rationalized Entry Pay- Rs. 37100/-, UR: 1 (ONE);

Qualification:

- (i) Must hold a Graduate Degree preferably with Honours from a recognized university
- (ii) Should be proficient in English with at least 10 years' experience as Personal Assistant in a Govt/quasi-govt or similar organizations
- (iii) Should have adequate skill in computer operations

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.

Persons employed in Government / Semi-Government / Quasi-Government / Autonomous bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel may submit a 'no objection certificate' from the present employer at the time of the interview.

Candidates are requested to super-scribe the words "**Application for the post of Secretary to Vice Chancellor**" as the case may be on the top of the envelope.

Sd/-
Dr. Subir Kumar Roy
REGISTRAR
(Addl. Charge)
Bankura University



Affix recent
passport size
colour
photograph

Application for Non-Teaching Post
(to be filled in by the candidate in his/her own handwriting)

To
The Registrar
Bankura University
Pin: 722155

Sub : Application for the post of

Ref : Adv./Notification Nodated.....

Sir,
With reference to your above Notification /Advertisement, I beg to apply for the post of.....
.....the particulars as regards my candidature for the post are given below:

- 1. Name in full (in block letters) :
- 2. (a) Present address :
- (b) Permanent address :
- (c) Phone/Mobile No. :
- (d) e-mail (if any) :
- 3. Father's Name :
- 4. Mother's Name :
- 5. Husband's Name :
- (in case of married women only)
- 6. Date of Birth (in Christian era) :
- 7. Age on the date of application :
- 8. Academic attainments :

Examination Passed	University/Board	Division/Class	Year of passing	% of Marks
Madhyamik or its equivalent				
IA/I.Sc./UE/PU/HS				
BA/B.Sc/B.Com or its equivalent.				
M.A./M.Sc./M.Com. or its equivalent				
Others, if any				

[Statement under serial no. 8 be attested by Gazetted Officer/
University Officer/Head Master/Principal with Official Seal]

ATTESTED

ATTESTED

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9. Whether **SC/ST/OBC/Physically Handicapped** :
[if yes furnish necessary document(s)]
10. Nationality :
11. Employment Exchange Registration No. :
with date, if any
12. Experience, if any :
13. Crossed Demand Draft of Rs.....bearing No.....&
date.....
14. Present employment, if any :
15. Any other information, if any :

I solemnly declare that the particulars furnished above are true to the best of my knowledge and belief. If any information is found to be false/incorrect at any stage, my application shall be liable to be rejected.

Date:

Yours faithfully,

Place:

(Signature of the candidate in full)

Enclosure :

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- N.B.** : 1. Incomplete applications are likely to be rejected.
2. Application and Attested copies of testimonials [two sets] in support of Age, Caste (for S.C./S.T.), Physically handicapped Certificate, if any, are to be enclosed.
3. No column/item be kept blank, please put 'X' mark or write 'Nil' against the column(s) which is/are not applicable.