



BANKURA UNIVERSITY
WEST BENGAL

Advertisement No: RO/BKU/240/2020 Dated: 02.09.2020

Applications are invited from Indian citizens in the prescribed forms to be downloaded from the University Website: www.bankurauniv.ac.in .

Price of forms:

Rs. 1500/- (General Category), Rs. 1200/- (OBC-A/B) Rs. 1000/- (SC/ST) for **Sl. No. 1,2,3,4 and 5**

Rs. 1400/- (General Category), Rs.1100/- (OBC-A/B) & Rs.900/- (SC/ST) for **Sl. No. 6**

Rs.1000/- (General Category), Rs.900/- (OBC-A/B) & Rs.750/- (SC/ST) for **Sl. No. 7, 8 and 9**

Downloaded Form shall accompany a Crossed Demand Draft drawn in favour of **Bankura University, payable at Bankura** in any nationalised bank 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, Bankura University **by 22.09.2020** (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. Registrar: Rationalized entry pay Rs. 1,44,200/- (Level-14)

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 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 years' administrative experience, of which 8 years shall be as Deputy Registrar or equivalent posts.

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 and handling legal matters.

2. Finance Officer: Rationalized entry pay Rs. 1,44,200/- (Level-14)

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.

3. Controller of Examinations: Rationalized entry pay Rs. 1,44,200/- (Level-14)

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 8 years 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.

4. Inspector of Colleges: Rationalized entry pay Rs. 1,44,200/- (Level-14)

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.

5. Librarian: Rationalized entry pay Rs. 1,44,200/- (Academic Level-14)

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.
- iv. A minimum score in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS) as per UGC norms.

b. Desirable Experience:

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

**6. Secretary, Faculty Council for U.G. Studies: Rationalized entry pay Rs. 79,800/- (Level-12)
One (1) post Unreserved, Post to be filled through direct recruitment.**

b. 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:

- 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.

**7. Assistant Controller of Examination: Rationalized entry pay Rs. 57,700/- (Level-10)
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 10 years' experience in a Supervisory capacity in a University or a Research Institute or a Government/ Quasi Government organisation.
- iii. At least 5 (five) years' administrative experience.
- iv. Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable Qualification

- i. A degree in Business Management or Law or Statistics or Planning or Commerce or Economics.
- ii. It is essential to have experience of at least 5 (five) years in conducting of examinations in either undergraduate teaching institution or equivalent or University Examinations.

**8. System Administrator: Rationalized entry pay Rs. 57,700/- (Level-10)
One (1) post One Unreserved, Post to be filled through direct recruitment.**

a. Essential Qualification:

- i. Uniformly good academic record with a Master's Degree in Computer/ Information Science/ Technology/ Computer Applications OR having a 'B' Level or above from DOEACC, Government of India with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed along with at least 5 years' experience in system management in academic institution/ Government/ Quasi Government/ Corporate bodies.
- ii. Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable Qualification:

- i. Experience in System Management and Networking with Web content filtering, Database Administration, User Support, Large Cluster Installation Management, Voice over IP.
- ii. Ability to handle Disaster Recovery, Storage Configuring, Daily Backup Procedure, etc.
- iii. Conversant with Information Communication Technology (ICT).

9. Accounts Officer: Rationalized entry pay Rs. 57,700/- (Level-10)

One (1) post One Unreserved, Post to be filled through direct recruitment.

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 below 30 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable

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

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.

Those who already applied in response to previous advertisement need not apply again. However, they may furnish their updated CV, if needed.

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 applying for more than one post will have to apply in separate **Application Form** meant for the purpose.

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 Registrar/ Finance Officer/ Controller of Examinations/ Inspector of Colleges/ Librarian/ Secretary, Faculty Council for U.G. Studies / Assistant Controller of Examination/ System Administrator/ Accounts 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.

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

BANKURA UNIVERSITY

APPLICATION FORM FOR OFFICERS

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

To
The Registrar
Bankura University
Bankura-722155.

Sir,

I beg to apply for the post ofin 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 started 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. Details of any advanced Post-graduate work or published papers, Copies of papers should be furnished, if possible:

- 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 Crops/ Indian Territorial Force/ National Cadet Crops/ Games/ Sports/ Type/Shorthand/Computer etc.
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- 22. Whether applied previously for any post in the Bankura University. If so, details of it:
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- 23. Name of two referees to whom the candidate is known:
(1).....

(2).....
- 24. Additional Information, if any:
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.....
- 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.....

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Signature in full