



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 Posts

Advertisement No.: 583/UGB/R-18, Dated - June 12, 2018.

The University of Gour Banga, Malda, invites applications from Indian Nationals for (i) **Post No. 1: Deputy Registrar** and (ii) **Post No. 2: Deputy Controller of Examinations**. 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.1,500/- (Rupees One Thousand and Five Hundred)** [Rs.1,000/- 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 along applied for and Advertisement No.’ must be indicated on the envelope.

Post No. 1: DEPUTY REGISTRAR:

► Qualification:

(a) Essential:

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 as on 12.06.2018. 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.

► Scale of Pay: Pay Band – Rs. 15,600/- - 39,100/- with a Grade Pay of Rs. 8,000/-

Post No. 2: Deputy Controller of Examinations:

► Qualification:

(a) Essential:

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 as on 12.06.2018. 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.

iii. For Deputy Controller of Examinations it is essential to have experience of at least 3 years in conducting of examinations in either undergraduate teaching institution or equivalent.

► Scale of Pay: Pay Band – Rs. 15,600/- - 39,100/- with a Grade Pay of Rs. 8,000/-

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 services 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 it may 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 Deputy Registrar and Deputy Controller of Examinations in response to our earlier advertisement, vide Advertisement Notice No.: 1031/UGB/R-16, Dated-10.11.2016, is required to apply again. Such applicant may quote old payment details submitted earlier with their present application.

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