



# 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](http://www.ugb.ac.in); E-mail: [registrar@ugb.ac.in](mailto:registrar@ugb.ac.in)

## Advertisement for the Officer Posts

### Advertisement No.: 221/UGB/R-2020, Dated 25.12.2020

The University of Gour Banga, Malda, invites applications from Indian Nationals for the Post of **Sl. No. 1. Registrar (One Post- UR), Sl. No. 2. Deputy Registrar (One Post- UR), Sl. No. 3. University Engineer (Civil) (One Post- UR), Sl. No. 4. Audit Officer (One Post- UR)**. The Application Form to be downloaded from the University website [www.ugb.ac.in](http://www.ugb.ac.in).

#### **SL. NO. 1: REGISTRAR (ONE POST-UNRESERVED CATEGORY):**

##### **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 establishment 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 candidate.

##### **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.

**Scale of Pay:** Entry Pay of **Rs. 144,200/- (basic)** plus admissible allowances as per State Government Orders.

**SL. NO. 2: DEPUTY REGISTRAR (ONE POST-UNRESERVED CATEGORY):**

**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' 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 Qualification:**

- 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:** Entry Pay of **Rs. 79,800/- (basic)** plus admissible allowances as per State Government Orders.

**SL. NO. 3: UNIVERSITY ENGINEER (CIVIL) (ONE POST-UNRESERVED CATEGORY):**

**a. Essential Qualification:**

- i. Uniformly good academic record with a Bachelor's degree in Engineering with minimum 55% marks or its equivalent grade in the point scale wherever grading system is followed;
- ii. At least 10 years' experience in a position involving supervision, control and planning of construction work under Government / Quasi Government/ University / Institute of Higher Learning.
- iii. Age not less than 35 years. Relaxable in the case of exceptionally qualified candidate.

**b. Desirable Qualification:**

- i. A postgraduate degree in Civil Engineering.
- ii. Experience of 5 years in large scale industrial concern and in a position involving, decision making in planning, estimation, designing and supervision of construction.

**Scale of Pay:** Entry Pay of **Rs. 79,800/- (basic)** plus admissible allowances as per State Government Orders.

**SL. NO. 4: AUDIT OFFICER (ONE POST-UNRESERVED CATEGORY):**

**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 less than 30 years. Relaxable in case of exceptionally qualified candidates.
- iv.

**b. Desirable Qualification:**

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

**Scale of Pay:** Entry Pay of **Rs. 57,700/- (basic)** plus admissible allowances as per State Government Orders.

**Requisite Application Fee:**

1. Application Fee : Rs. 2,500/- for the Post of Registrar, Rs. 2,000/- for the posts of Deputy Registrar & University Engineer (Civil), and Rs. 1,500/- for the posts of Audit Officer.
2. Application Fee is to be paid only through Bank Transfer to the following Account:
  - a) **Bank Name: Punjab National Bank**
  - b) **Branch: University of Gour Banga, Malda**
  - c) **Account Name : University of Gour Banga**
  - d) **Account No.: 1622010000019;**
  - e) **IFSC : UTBI0GBVF88;**

**How to Apply:**

1. The prescribed Application Form is available on [www.ugb.ac.in](http://www.ugb.ac.in).
2. Requisite Application Fee is to be paid only through Bank Transaction to the abovementioned Account No. positively by **11.01.2021**.
3. The scan copy of the duly filled in Application Form along with other relevant documents must be sent through the dedicated email I.D. ( **officerugb.rect@gmail.com** ) to the University of Gour Banga, Malda. The email must contain the followings:
  - a. The Subject of the Application Email must be written as "**Post Name – Subject Name – Name of the Applicant**" ;
  - b. **Attachment 1:** Scan copy of the duly filled in and signed Application Form ;
  - c. **Attachment 2:** Self attested one (01) set of scan copy of self-attested all relevant documents. Please attach only the First Page against each publication(s) (e.g., Research Papers, Books etc.);
  - d. **Attachment 3:** Copy of the Acknowledgement / Receipt of Bank Transfer of the requisite Application Fee.
4. One (01) set of the same/identical set of Application Form along with the relevant documents detailed above must

reach the **Office of the Registrar, University of Gour Banga, Malda , NH-34, Mokdumpur, Malda, PIN: 732103** by **January 13, 2021** by registered / speed post only. Application Form submitted in person will not be received. '**Name of the Post along with Subject applied for and Advertisement No.**' must be indicated on the envelope.

**General Instructions:**

1. No application except in the prescribed Application Form will be considered.
2. Incomplete/partial application and applications without self-attested copies of certificates shall also be treated as cancelled and the University Authority shall not be liable to explain any reason in this matter.
3. University authority will not be responsible for any postal delay and any application received (in any mode) after the stipulated dates will not be considered. Application received after due date and time will be rejected summarily.
4. No TA/DA shall be paid to the candidates for attending the interview.
5. Application fees once paid shall not be refunded under any circumstances.
6. Candidates already in employment in Govt. / Semi-Govt. / Public Sector undertaking must apply through proper channel. However, an advance copy can be sent but the candidate has to submit/provide NOC from the present employer before the Selection Committee if short-listed for interview.
7. All original documents have to be furnished by the candidate at the time of interview.
8. Any other relevant information required in accordance with the UGC Notification No.: F.1-2/2016 (PS/Amendment), dated the 4<sup>th</sup> May 2016, No.:F.1-2/2016 (PS/Amendment), dated the 11<sup>th</sup> July 2016 are to be furnished on separate sheets along with supporting documents and to be attached with the application form.
9. The University reserves the right not to fill up the post advertised if the circumstances so warrant.
10. 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(s) made to the candidates. In this respect, the decision of the competent university authority shall be final.
11. Candidates applying for more than one post may apply separately for each post.
12. Age relaxation for SC/ST/OBCs/Ex-Serviceman and Persons with Disabilities (PWD) is applicable as per Government norms.
13. Mere eligibility will not ensure any right on any candidate for being called for interview. The decision of the University in all matters will be final. Canvassing in any manner would entail disqualification of the candidature.
14. OBC-A, OBC-B, SC, ST, PWD, EC certificate, (as the case may be, if applicable) issued by the competent authority of Govt. of West Bengal only, will be considered. Appointment process will strictly abide by the reservation policy of the State Government.
15. Appointments will be made on probation for one year which may be waived or extended in exceptional cases and will be guided by the rules as framed and/or amended from time to time. During or at the end of the period of probation, the service of the Teacher concerned may be terminated with one month's notice or with one month's salary in lieu thereof, without stating any reason thereof. On satisfactory completion of the probationary period, the incumbent concerned will be considered for being confirmed in service.

16. Service condition as notified by Orders of the Higher Education Department, Government of West Bengal from time to time will be applicable.
17. In cases of any disputes any suits or legal proceedings against the University, the jurisdiction shall be restricted to the Calcutta High Court.
18. No interim enquiries will be entertained. No telephonic queries will be entertained in this regard.

**N.B.: Those candidates, who have applied earlier for the post of Registrar, they need to apply afresh without paying any Application Fee. Such candidates should submit photo copy of the bank transaction detail / demand draft / bank challan of earlier application along with the fresh application.**

Sd/-  
Registrar (Additional Charge)