

**UTTAR BANGA KRISHI VISWAVIDYALAYA**

**P.O. Pundibari, Coochbehar**

**West Bengal-736165**

**Notification No. UBKV/Rect./03/2019 dated 27 Feb 2019**

Applications in prescribed forms are invited from the Indian Nationals for filling up the following posts of **OFFICERS** in the prescribed Pay Band with admissible Allowances and Benefits as per University norms.

Sl. No.	Name of the post	No. of posts*	Pay Band	Grade pay	Age (as on 01 Jan 2019)
(i)	Registrar	1 (UR)	Rs.37,400/- - 67,000/-	Rs.10,000/-	Not less than 40 years
(ii)	Director of Research	1 (UR)	Rs.37,400/- - 67,000/-	Rs.10,000/-	Below 55 years
(iii)	Director of Extension Education	1 (UR)	Rs.37,400/- - 67,000/-	Rs.10,000/-	Below 55 years
(iv)	Director of Farms	1 (UR)	Rs.37,400/- - 67,000/-	Rs.10,000/-	Below 55 years
(v)	Librarian	1 (UR)	Rs.37,400/- - 67,000/-	Rs.10,000/-	Not less than 40 years
(vi)	University Engineer	1 (UR)	Rs. 15,600/- -39100/-	Rs. 8,000/-	Not less than 35 years
(vii)	Development Officer	1 (UR)	Rs. 15,600/- -39100/-	Rs. 8,000/-	Not less than 35 years
(viii)	Assistant Comptroller	1 (UR)	Rs. 15,600/- -39100/-	Rs. 6,000/-	Not less than 30 years
(ix)	Assistant Registrar	1 (ST)	Rs. 15,600/- -39100/-	Rs. 6,000/-	Not less than 30 years

\*as per existing guidelines of Government of West Bengal

UR: Unreserved / General category; ST: Scheduled Tribe

# The posts at Sl. Nos. ii, iii & iv are tenure-based for a period of 4 years which is extendable for another term of 4 years.

**NB: (a) The number of posts are provisional.**

**(b) Relaxation in Maximum age of 5 years for ST candidates.**

**Criteria for different posts of Officers**

Sl. No.	Name of the Post	Criteria for the posts
i.	Registrar	<b>a) Essential Criteria:</b> i. Uniformly good academic record with a Master 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

Sl. No.	Name of the Post	Criteria for the posts
		<p>institutions of higher learning. OR 15 (Fifteen) years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent post.</p> <p>iii. Age not less than 40 years as on 01 Jan 2019. Relaxable in the case of exceptionally qualified candidate.</p> <p><b>b. Desirable Criteria:</b></p> <p>i. A Doctorate Degree or published research work of merit. OR ii. High level of administrative experience in a Government or Quasi Government organisation or a good background in administration and management in senior position.</p>
ii.	Director of Research	<p><b>a. Essential Criteria:</b> (i) Consistently good academic record with a 1<sup>st</sup> or high 2<sup>nd</sup> class Master Degree in Agriculture or Horticulture or recognized equivalent qualifications, (ii) A PhD degree in Agricultural Sciences or any of the Sciences basic to Agriculture, (iii) 10 years' experience of research in any branch of Agriculture / Horticulture as evidenced by publications in Standard NAAS-rated Journals, (iv) Evidence of ability to plan, organize, guide and administer research activity, (v) At least 5 years' experience as chief of any research organization / multidisciplinary research project or as the Head of the Department in any institute (National / State/ University level) where research forms one of the major activities.</p> <p><b>b. Desirable Criteria:</b> (i) Experience of teaching, (ii) Experience in extension work in Agriculture and Allied Sciences, (iii) Experience in academic administration.</p>
iii.	Director of Extension Education	<p><b>a. Essential Criteria:</b> (i) Consistently good academic record with a 1<sup>st</sup> or high 2<sup>nd</sup> class Master's degree in Agricultural or Allied Science, (ii) A Doctoral Degree in relevant subject, (iii) 10 years' experience in planning of extension education activities in the broad field of agriculture, organizing projects for adoption of agricultural technology with good leadership ability and understanding of the problem of the farmers, (iv) At least 5 years' experience as chief of an organization/technology transfer unit / Head of the Department of an Institute where technology transfer programme forms a major activity. Preference will be given to candidates having Doctoral Degree in Extension Education.</p> <p><b>b. Desirable Criteria:</b> (i) Experience of teaching, (ii) Experience of research in Agriculture or Allied sciences, (iii) Experience in academic, administration.</p>

Sl. No.	Name of the Post	Criteria for the posts
iv.	Director of Farms	<p><b>a. Essential Criteria:</b> (i) Uniformly good academic record with a Master's Degree in Agronomy or recognized equivalent qualifications 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 the management of farms in a senior administrative position, (iii) Knowledge of Agricultural conditions in the country, preferably in the State of West Bengal.</p> <p><b>b. Desirable Criteria:</b> (i) A Doctorate degree or equivalent publications of merit in NAAS-rated journals in Agriculture or Allied subjects, (ii) Proven capacity of leadership in organization and management of large size State or University farms.</p>
v.	Librarian	<p><b>a. Essential Criteria:</b> (i) Uniformly good academic record with a Master's Degree in Library Science with 55% or its equivalent grade for 55% where grading system is followed (ii) A Doctoral degree in the above discipline and/or allied discipline with a consistently good academic record (iii) 15 years of teaching / librarian experience of which 5 years shall be in the rank of Deputy Librarian in a University or any comparable reputed Institute or 10 years' experience as Assistant Librarian in the University or as College Librarian, (iv) Age not less than 40 years as on 01 Jan 2019. Relaxable in case of exceptionally qualified candidates.</p> <p><b>b. Desirable Criteria:</b> (i) Evidence of innovative library service and organization of published work and ICT-based modernization of library. Evidence of published work with a minimum of 5 books and / or publications in indexed/ ISBN / ISSN numbered journals / books and University developed ISBN/ISSN numbered list of journals hosted on the website of the concerned University, (ii) Knowledge of at least one foreign language (other than English).</p>
vi.	University Engineer	<p><b>a. Essential Criteria:</b> (i) Uniformly good academic record with a Degree in Engineering (Civil) 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 managing the execution of building projects covering all aspects of construction (Civil, Water Supply &amp; Plumbing, Electrical Works, HVAC and Site Development) (iii) Age not below 35 years as on 01 Jan 2019. Relaxable in the case of exceptionally qualified candidates.</p> <p><b>b. Desirable Criteria:</b> (i) Experience in planning, architecture, urban designing, management, supervision/construction of multistoried buildings, lecture theatres, laboratories, auditoria, residential quarters, roads, water supply, sanitary installations, etc. (ii) Post Graduate degree in Civil Engineering and / or membership of professional bodies such as the Institution of Engineers, Institution of Planners, Project Management Association, Indian Buildings Congress, etc.</p>

Sl. No.	Name of the Post	Criteria for the posts
vii.	Development Officer	<p><b>a. Essential Criteria:</b> (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 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 as on 01 Jan 2019. Relaxable in the case of exceptionally qualified candidates.</p> <p><b>b. Desirable Criteria:</b> (i) A Doctoral degree or equivalent published work of high standard, (ii) Experience of at least 7 years in a University or in a Post-Graduate Research organization as Assistant Registrar or equivalent post. In that case, records of performance will be examined.</p>
viii.	Assistant Comptroller	<p><b>a. Essential Criteria:</b> (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 as on 01 Jan 2019. Relaxable in case of exceptionally qualified candidates.</p> <p><b>b. Desirable Criteria:</b> (i) A degree in Chartered Accountancy or Cost Accountancy or Business Management. (ii) Experience in audit-accounts service of Central/State Government Units/Govt. undertaking/University.</p>
ix.	Assistant Registrar	<p><b>a. Essential Criteria:</b> (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 organization, (iii) At least 5 (five) years' administrative experience, (iv) Age not below 30 years as on 01 Jan 2019. Relaxable in case of exceptionally qualified candidates.</p> <p><b>b. Desirable Criteria:</b> A degree in Business Management or Law or Statistics or Planning.</p>

**N.B.:** A relaxation of 5% marks may be provided at the Graduate and Master level for the SC/ST categories.

All posts except those at Sl. Nos. ii, iii & iv are permanent. The posts at Sl. Nos. ii, iii & iv are tenure-based for a period of 4 years which is extendable for another term of 4 years.

Advance increments up to five in number may be allowed for exceptionally qualified and / or experienced candidates. The University has a provision of Career Advancement Scheme for its Officers as are approved by the State Govt. from time to time.

The University reserves the right not to fill up any post and to alter or modify any condition at any stage without adducing any reason thereof. Employed persons should apply through proper channel. No T.A./D.A. shall be admissible for appearing in the interview (or aptitude test as the case may be). On the basis of records/ testimonials, if unable to appear before the Selection Committee and formal approach is made to the University in that regard.

The candidates should attach documents as specified in the application form. ST candidates must attach self-attested copy of relevant certificate issued by the competent authority.

Incomplete applications and applications not accompanied with the prescribed fee (unless exempted) are liable to be rejected. No correspondence shall be entertained in this aspect.

Original documents in support of various claims should be produced at the time of interview.

A candidate must be in sound health. He/she must be prepared to undergo such medical examination and satisfy such medical authority as required.

*Uttar Banga Krishi Viswavidyalaya* is a Govt. of West Bengal funded University. The grant of leave, pay, advance, traveling and other allowances, and other service conditions of the officers of the University are regulated in accordance with the relevant rules/regulations/instructions of the *Uttar Banga Krishi Viswavidyalaya* / Govt. of WB from time to time.

The decision of the *Uttar Banga Krishi Viswavidyalaya* with regard to the eligibility or otherwise of any candidate based upon screening of the application and particulars / records submitted with the application by the candidate shall be final, and the University will not enter in to any correspondence in this regard with the ineligible candidates.

Canvassing in any manner shall lead to disqualification.

Interested candidates are required to apply in the prescribed form obtainable in the University website [www.ubkv.ac.in](http://www.ubkv.ac.in) with **Rs. 1000/- for UR/OBC-A/OBC-B OR Rs. 500/- for SC/ST candidates (or US\$100 for UR/OBC-A/OBC-B OR US\$50 for SC/ST candidates)** as **non-refundable application fee** to be paid electronically / online or through demand draft of any Nationalised Bank with name, address, post applied for and mobile number of the candidate hand-written tidily on the reverse side of the demand draft / electronic / online transaction receipt / proof of electronic / online payment.

Separate non-refundable application fee has to be paid for each and every post applied for.

Payment may be made by demand draft in favour of “**UTTAR BANGA KRISHI VISWAVIDYALAYA**” or electronically through “NEFT” / “SWIFT” (Name of account holder: **UTTAR BANGA KRISHI VISWAVIDYALAYA**; Name of bank: **State Bank of India**; Branch address: **Sagardighi square, Cooch Behar 736101 (WB)**; Account no. **11323855619**; IFSC code: **SBIN0000058**; SWIFT code: **SBININBB335**).

**Candidates, who have applied in response to earlier advertisement, vide reference no. UBKV/Rect./05/2015 dated 08 July, 2015; for the posts in Sl. No. (ii) and (vi); need to apply again. However, for such candidates, the balance amount of application fee (after adjusting the previous application fee paid), is required to be paid along with the proof of submission of previous payment for re-application/re-submission.**

**NOTE: It is also notified for all concerned that the Advertisement for recruitment to the post of Registrar, against the Advertisement No. UBKV/Rect./05/2015 dated 08 July 2015 stands cancelled. The application fee, for those who had applied towards the post of Registrar, against the Advertisement No. UBKV/Rect./05/2015 dated 08 July 2015, will be refunded.**

The filled-in application forms (super scribed as “Application Form for the post of ....., Category.....” with full address of the candidate at the left side of the envelope) shall have to reach the office of the Registrar (Recruitment Section), *Uttar Banga Krishi Viswavidyalaya, P.O. Pundibari, Dist. Cooch Behar, Pin-736165, West Bengal* within **29 March, 2019**. However, no application form without accompanying the demand draft of requisite non-refundable application fee will be considered. Mere possession of the essential qualification shall not make an applicant entitled to be called for interview. Age may be relaxed for exceptionally qualified /experienced candidates. Application incomplete in any respect will be rejected without adducing any reason thereof.

Employed person shall apply through proper channel. In case of anticipatory delay they may, however, send an **ADVANCE COPY** (clearly mentioning ‘ADVANCE COPY OF APPLICATION’) with requisite fee (with original demand draft / electronic / online transaction receipt / proof of electronic / online payment of requisite fee) **within 29 March 2019**. The original copy of application, duly forwarded by the employer with the No Objection Certificate as per stipulated format “**Certificate of Verification by Employer**” as provided in the application form, has to mandatorily reach the office of **The Registrar (Recruitment Section), Uttar Banga Krishi Viswavidyalaya, P.O. Pundibari, Dist. Cooch Behar, Pin-736165, West Bengal** on or before the date of interview (if called for).

The *Uttar Banga Krishi Viswavidyalaya* shall NOT remain responsible for any postal delay and shall NOT enter in to any correspondence on the aspect.

Providing any false information or claim may render the candidate liable to action as deemed fit by the authority apart from disqualification of candidature.

Mere possession of the essential qualification shall not make an applicant entitled to be called for interview. Age may be relaxed for exceptionally qualified /experienced candidates. Application incomplete in any respect will be rejected without adducing any reason thereof.

**The decision of the screening / selection committee shall be final.**

Date: 27 Feb 2019

Sd/-  
Assistant Registrar