

UTTAR BANGA KRISHI VISWAVIDYALAYA

P.O. Pundibari, Cooch Behar

West Bengal-736165

Notification No. UBKV/Rect./02/2021 dated 01 December 2021

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*	Scale of Pay	Age (as on 01 January 2021)
(i)	Registrar	1 (UR)	Level 14 with entry pay of Rs. 1,44,200/-	Not less than 40 years
(ii)	Dean Students' Welfare	1(UR)	Level 14 with entry pay of Rs. 1,44,200/-	Not less than 40 years
(iii)	Assistant Comptroller	1 (UR)	Level 10 with entry pay of Rs. 57,700/-	Not less than 30 years

*as per existing guidelines of Government of West Bengal

UR: Unreserved / General category

NB: The number of posts is provisional.

Criteria for different posts of Officers

Sl. No.	Name of the Post	Criteria for the posts
i.	Registrar	<p>a) Essential Criteria:</p> <p>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.</p> <p>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.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishments and other institutions of higher learning.</p> <p style="text-align: center;">OR</p> <p>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 January 2021. Relaxable in the case of exceptionally qualified candidate.</p> <p>b. Desirable Criteria:</p> <p>i. A Doctorate Degree or published research work of merit.</p> <p style="text-align: center;">OR</p> <p>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>

Sl. No.	Name of the Post	Criteria for the posts
ii.	Dean of Students' Welfare	<p>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' 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.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishments and other institutions of higher learning.</p> <p style="text-align: center;">OR</p> <p>15 (Fifteen) years' administrative experience, of which 8 years shall be as Deputy Registrar or equivalent post.</p> <p>(iii) Age not less than 40 years. Relaxable in the case of exceptionally qualified candidate.</p> <p>b. Desirable Qualification: (i) A Doctoral degree with high level administrative experience in a Govt. or quasi-Govt. organization with a good background in Social service or sports, games and other extracurricular activities of outstanding nature or management in senior position. (ii) Expertise in Behavioural Science will get preference</p>
iii.	Assistant Comptroller	<p>a. Essential Criteria: (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 2021. Relaxable in case of exceptionally qualified candidates.</p> <p>b. Desirable Criteria: (i) A degree in Chattered Accountancy or Cost Accountancy or Business Management. (ii) Experience in audit-accounts service of Central/State Government Units/Govt. undertaking/University.</p>

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

All posts are permanent.

- Candidates, who have applied earlier in response to Employment Notification vide no. UBKV/Rect./03/2019 dated 27 February 2019 for the post of Assistant Comptroller, need not apply again. However, Candidates willing to upgrade their qualification and experience over their previous application need to apply afresh; such candidates need not pay the application fee

again, if they are applying for the same post and their age limit would be considered as per conditions mentioned therein. Details of payment made earlier should be entered at the given space in the application form.

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, travelling 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 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**).

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 21 December 2021 (Tuesday)**. 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 21 December 2021 (Tuesday)**. 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: 01 December, 2021

Sd/-
Registrar (Actg.)