

## UTTAR BANGA KRISHI VISWAVIDYALAYA

Pundibari, Cooch Behar, Pin-736165, West Bengal

### Instructions

1. The Candidate must be a citizen of India.
2. A separate application form must be submitted for each post/item in the advertisement.
3. Persons in service may submit an **Advance Copy** of the application along with the application fee (as applicable) directly to **The Registrar (Recruitment Section), Uttar Banga Krishi Viswavidyalaya, P.O. Pundibari, Dist. Cooch Behar, Pin-736165, West Bengal** so as to reach on or before **within 25 November 2022 (Friday)**. The application duly forwarded by the employer must reach the University at least before the interview (if called for). The University shall not remain responsible for any postal delay; no further correspondence shall be entertained in this aspect.
4. The candidates should attach self-attested photocopies of documents against claims as specified in the application form.
5. Candidates belonging to UR / OBC-A / OBC-B categories are required to pay Rs. 1000/- (or US\$100) AND candidates belonging to SC / ST categories are required to pay Rs. 500/- (or US\$50) as non-refundable application fee. Payment may be made by demand draft of any Nationalized Bank in favour of **"UTTAR BANGA KRISHI VISWAVIDYALAYA"** or electronically / online 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**). Particulars like Name, address, mobile number of the candidate and post applied for are to be written on the reverse side of the demand draft / proof of electronic / online transaction receipt. Separate non-refundable application fee has to be paid for each and every post applied for. Applications received without Fees shall be summarily rejected without making any correspondence; no further correspondence from the candidate shall be entertained in this aspect.
6. SC/ST/OBC-A/OBC-B/ candidates must attach self-attested copy of relevant valid certificate issued by the competent authority.
7. Original documents in support of various claims should be produced at the time of interview.
8. No TA/DA will be paid to candidates.
9. A candidate must be in sound health. He/She must be prepared to undergo such medical examination and satisfy such medical authority as required.
10. The candidate may submit only the self-attested photocopy of the front page of the published paper/book/journals (as may be required to establish claim) along with the application form.
11. The decision of the University with regard to eligibility or otherwise of any candidate based upon screening of the application and particulars/ records submitted with the application shall be final and the University will not enter into any correspondence in this regard with the ineligible candidates.
12. Canvassing in any manner shall lead to disqualification.
13. Candidates may like to include any significant contribution relevant to the post, in Sl no. 29 of the Application form if the same is not covered elsewhere. In case of candidates dealing with work related to coordination/ facilitation/Institute development programme, etc. the same can be provided here for evaluation.
14. Giving of any false information or claim may render the candidate liable to such action as the University may deem fit and appropriate apart from disqualification of candidature.
15. Candidates applying from abroad, if called for interview, may like to opt for appearing in the interview through online mode like Skype on a date and time specified by the Selection Committee. The option has to be intimated to The Registrar, Uttar Banga Krishi Viswavidyalaya at least two days ahead of the date of interview.

Serial No:



# UTTAR BANGA KRISHI VISWAVIDYALAYA

Pundibari, Cooch Behar, PIN-736165, West Bengal

## APPLICATION FORM FOR RECRUITMENT OF OFFICER

To be filled by Type-Written or Hand-Written by the candidate

Demand Draft No. & Date:	Name of Issuing Bank:	Amount of fee remitted:
On-line transfer details: Debit A/C No or Card No.		Credit A/C No.:
Amount:	On-line Transfer Code (UTR code)/ Transaction ID with date:	

For Official Use Only

Checked by	Dealing Assistant	Section Office / In-charge

Remarks, if any

(TO BE TYPE-WRITTEN OR FILLED IN BY THE CANDIDATE IN HIS/HER OWN HAND WRITING)

To  
The Vice-Chancellor  
Uttar Banga Krishi Viswavidyalaya  
P.O. Pundibari, Dist.- Cooch Behar  
West Bengal, PIN-736165

Space for  
Candidate's  
Recent Colour  
Photograph  
(Passport size)

Sir,

In response to your advertisement No..... dated .....

I wish to apply for the post of ..... My particulars are given below.

Thanking you.

Yours faithfully

Signature of Candidate in full

<b>1. Post Applied for</b>		
<b>2. Name of the Applicant in full (in Block letter)</b>	Surname	Name
<b>3. i) Candidate's address in full where correspondence is to be made</b>	Pin Code: <input type="text"/>	
<b>ii) Candidate's permanent address</b>	Pin Code: <input type="text"/>	

<b>4. Contact details</b>	Mobile No.:	
	Tel. No. :	
	Fax No. :	
	E-mail ID :	
<b>5. i) Date of birth (According to Christian era) ii) Place of birth iii) Dist. and State to which he belongs (iv) Whether an Indian Citizen (v) Citizenship by birth / domicile (please submit copy of valid proof of Indian Citizenship, domicile, etc. viz. Voter Card, Aadhar Card, PAN Card, Driving License, etc.)</b>	i) _____ ii) _____ iii) _____ iv) _____ v) _____	
<b>6. Age as on date mentioned in the notification (01 Jan 2020) as years, months, days</b>		
<b>7. Gender (Male/ Female/ Other)</b>		
<b>8. (a) Father's name, occupation and address (if dead, state his last address &amp; occupation before death)</b>		
<b>(b) Mother's name, occupation and address [if different from 8.(a)]</b>		
<b>9. i) Marital status</b>	i) Married / Unmarried / Widow / Divorced	
<b>ii) Name of spouse, occupation &amp; address</b>	ii) _____	
<b>10. Candidate's mother tongue.</b>		
<b>11. a. Category</b> (as per existing guidelines of Government of West Bengal)	General / UR <input type="checkbox"/>	SC <input type="checkbox"/>
	OBC-A <input type="checkbox"/>	ST <input type="checkbox"/>
		PWD <input type="checkbox"/>
<b>b. In case, belongs to Scheduled Caste or Tribe / OBC-A/ OBC-B, give details with attested copy of supporting document</b>	Sub-caste: _____	Issuing authority: _____

**12. Details of other posts applied against the current advertisement**

S. No.	Name of the post	Sl No. of Post(s)

**13. Are you prepared to accept the minimum initial pay offered? If not, state what is the lowest initial pay that you would accept in the prescribed scale:**

**14. Particulars of place (with periods and residence) where you have resided for more than one year at a time during the preceding five years (since 01 February 2014).**

From	To	Residential address in full (i.e. Village, Thana and Dist. House No. Lane / Street / Road and Town)	Name of the District headquarters of the place mentioned in the preceding column

**15. (a) Have you ever been arrested, prosecuted, kept under detention or bound down / fined convicted by court of law of any offence or debarred disqualified by any selection / examination or rusticated by any University or any other educational authority / institution for reasons other than traffic offence? (if "Yes" provide details)**

**b) Is any case pending against you in any court of law, University or any educational authority/ institution at the time of filling up this form? (if "Yes" provide details)**

**16. If selected, what notice you would require before joining.**

**17. Give particulars of all examinations passed, Degree and Technical qualifications obtained at the University or other places of higher education or institution (*self-attested copies of evidences may be enclosed against each claim*)**

**(a) Examination Passed**

Examination or Degree or Diploma	Board / University	Year of		% of marks Obtained / OGPA* (with scale)	Class/ Division	Subject with Specialization at Master degree level and onward	Academic Distinctions If any
		Admission	Passing out				
Matriculation or equivalent							
Higher Secondary or equivalent							
Graduation							
Master Degree							
Doctoral Degree							

**(b) Other Academic accomplishment**

Post-Doctoral							
NET / SLET / SET / GATE							
Others							

\*in case of grade system, convert OGPA into percentage.

(Use additional sheet if required)

**(c) Reasons of gap, if any:**

(d) Whether undergone course work in Ph.D.

(e) Whether obtained Masters and Ph.D. degrees by Regular / Open University System

18. In which language (including Indian language) you can read, write or speak.

Read only	Speak only	Read and Speak	Read, Write and Speak

19. Experience regarding previous and present employment

Sl. No.	Employer	Post held	Pay scale	Period of employment		Actual duration*
				From	To	

\*period spent on study for Masters / Ph.D. degrees should not be taken as experience except part-time study period. (Photocopies of appointment and relieving orders for each post held duly attested are to be enclosed)

20. Teaching / Research Guidance / Extension Experience (self-attested copies of documentary evidences against each claim be enclosed):

Title	Details	Duration (Year, months)	Additional Information
1. Teaching Experience			
i) UG			
ii) PG			
2. Extension Experience:			
3. (a) Research Experience:			
(b) Student Research guidance as Major Advisor / Chairman / Supervisor / Guide, if any:			
Level	On-going	Completed	Total
No. of Masters students			
No. of M. Phil. students			
No. of Ph.D. students			

21. Participation in Capacity building training, seminar / symposium, workshop others (self-attested copies of documentary evidences against each claim be enclosed)

Details of the programme	Level (Local / National / International)	Period		Citation of paper presented, if any
		From (DD/MM/YYYY)	To (DD/MM/YYYY)	

**22. Association with Research Projects** (self-attested copies of documentary evidences against each claim be enclosed)

Title of the project	Capacity (PI/Co-PI or other)	Period		Sponsoring / Funding organization	Amount of Fund mobilised (Rs.)
		From (DD/MM/YYYY)	To (DD/MM/YYYY)		

**23. Research contributions supported by self-attested copies of documentary evidence against each claim** (Patents / commercialized technologies / Variety released, Traits identified, Product / process / technology developed, Package of practices developed, copyrights / registrations, other intellectual properties built, etc.)

Category of achievement	Title	Year	Additional information, if any

**24. Research paper publications with citation index supported by self-attested copies of documentary evidence against each claim**

Title	Author(s)	Whether First and/or Principal / corresponding author /supervisor / mentor	Journal, volume, page details with ISSN No.	NAAS (India) rating (with effect from 01 Jan 2019)/Other equivalent rating recognized by NAAS	Citation index number, if any

**25. Books and Book Chapters publication in ISBN volumes**

(a) **Books** (self-attested copies of documentary evidence be enclosed against each claim)

Title	Author(s)	Year of Publication	Pages	Publisher	ISBN No.

(b) **Book Chapters** (self-attested copies of documentary evidence be enclosed against each claim)

Citation of the Book	Citation of the Chapter	Publisher	Year

(c) **Popular Articles** (self-attested copies of documentary evidence be enclosed against each claim)

Citation of the Article	Source of Publication	Date / Volume

26. **Medals, Awards and Fellowships obtained** (Level: Local / National / International)\*

Sl. No.	Name and year of the Award	Sponsor

\*self-attested copies of documentary evidence be enclosed against each claim

27. **Additional Responsibilities \***

Responsibility/Nature of work	Period		Y	M	D
	From	To			

\*self-attested copies of documentary evidence be enclosed against each claim

28. **Administrative/ Management experience (use additional sheet if required):**

Name of the Post	Nature of Work	Duration	Status of the Organization (Govt./ Govt. aided/ Govt. undertaken/ private/ corporate/ others)	Remarks

29. **Other related attainments**

(self-attested copies of documentary evidence be enclosed against each claim)

Category of Special Attainment	Details of Special Attainment	Additional details/ Information
a) Chairman / Member-Secretary of Scientific Committees, Member Task Forces and other Policy Making Bodies, etc.		
b) Worked as Paper setter, External examiner, Thesis evaluator, Viva-voce examiner, etc. List only 4 such activities.		
c) Experience of working/ training in an International Organization/ Laboratory other than Post-Doctoral Fellow		
d) President/ Secretary of Registered Professional Societies/ Chief editor of NAAS rated journals		

Category of Special Attainment	Details of Special Attainment	Additional details/ Information
e) Organisation of Seminar/ Symposium/refresher course as Chairman/Organizing Secretary/ Convener or Invited for Lecture/ Chairman of a Technical Session in International Conventions, Conferences, Symposia etc. or participated as member of an International delegation		
f) New courses developed/ reforms in education		
g) Innovation, popularization of new technologies, organization of farmers' Training Courses / <i>Krishi Melas</i> / Exhibitions, delivered Radio Talks / TV shows, Organization building, etc.		
h) Resource generation through commercialization of technologies, consultancy		
i) Others		

**30. Name, designation, address and contact (mobile / phone) numbers, e-mail ids of two references (must not be related to the candidate).**

**31. List of self-attested documents attached to the application (all documents are to be self-attested and to be produced in original at the time of interview/ joining, if selected):**



**D E C L A R A T I O N**

I hereby declare that the statements provided in this application form are true to the best of my knowledge and belief.

Date:

**Candidate's full signature**

Place:

**NAME OF THE APPLICANT:**

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**CANDIDATE ALREADY EMPLOYED SHOULD GET FOLLOWING ENDORSEMENT SIGNED BY HIS / HER PRESENT EMPLOYER.**

No.....

Date .....

**CERTIFICATE OF VERIFICATION BY EMPLOYER**

- i) The entries relating to details of service mentioned by MR / MRS / MS / DR.....  
..... are correct.
- ii) There is no circumstance rendering him / her unsuitable for appointment to the post applied for  
.....
- iii) His/ Her confidential dossiers / Service Book are to be provided if selected.
- iv) There is no vigilance / disciplinary case pending or being contemplated against him / her.
- v) Details of the Minor / Major penalties imposed during the last ten years, if any.

**(Official Seal)**

**Signature**

Date:

**Designation  
Department / Office**