



# উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়

পুণ্ডিবাড়ী, কোচবিহার, পশ্চিমবঙ্গ-৭৩৬১৬৫

UTTAR BANGA KRISHI VISWAVIDYALAYA

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প্রফেসর প্রদ্যুৎ কুমার পাল

নিয়ামক (ভারপ্রাপ্ত)

Prof. Prodyut Kumar Paul

Registrar (Acting)

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Ref. No.: 309/UBKV/Est.

Date: 28.06.2022

## NOTIFICATION

Applications are invited in the following proforma from the regular employees of the University (Pay Level-5 and above) who have completed six (6) years of continuous service fulfilling essential qualification mentioned below, for the position of In-charge, Establishment (04 numbers) and In-charge, Accounts (02 numbers) on officiating basis with incentive of Rs. 2000/- per month. The assignment shall involve responsibility of the officiating post in addition to normal duties and responsibilities of substantive post held by the concerned incumbent. Application furnishing following information with necessary documentary evidence in support of qualification and experience as well as satisfactory service report, is to be submitted to the office of the undersigned within 14 July 2022 through proper channel.

**Qualification** : **For In-charge, Establishment:** Bachelor's degree in any discipline from a recognized University, completed 6 (six) years of continuous service in Level 5 or above and Knowledge of Computer Operation. Proficiency in English.

**For In-charge, Accounts:** Bachelor's degree in Commerce from a recognized University, completed 6 (six) years of continuous service in Level 5 or above and Knowledge of Computer Operation. Knowledge of Accounting Software like Tally etc. will be preferred. Proficiency in English.

### Information to be furnished:

1. Name (in Block Letter):
2. Father's Name:
3. Date of Birth: Category:
4. Present post held and Establishment:
5. Date of joining in the University:
6. Scale of pay (present)/Band pay:
7. Academic Qualification (Details):

Examination or Degree or Diploma	Board / University	Year of Passing	Marks Obtained	% of marks Obtained / OGPA	Class/ Division	Subjects / Specialization
Matriculation or equivalent						
Higher Secondary or equivalent						
Graduation						
Master Degree						
Doctoral Degree						

8. Technical Qualification from the recognized Institution (Details):
9. Additional Qualification (if any):
10. Whether shouldered any higher responsibility as additional duty:
11. Report / Certificate certifying the performance of work at present position from immediate Controlling Officer:

28/6/22  
Registrar (Acting)