

**UNIVERSITY OF NORTH BENGAL**  
**Office of the Registrar**  
**P.O.- N. B. U, Dist.- Darjeeling, Pin-734013.**



ENLIGHTENMENT TO PERFECTION

Online applications are invited within 16.10.2019 from bonafide Indian Citizens for filling-up of vacancies to the under mentioned substantive posts of Officers ( 6 Posts):-

**1. Deputy Controller of Examinations – 1 Post (UR), 2. Technical Officer (II) – 1 Post (UR), 3. Accounts Officer (Jalpaiguri Campus) – 1 Post (UR), 4. Assistant Engineer (Electrical) (Jalpaiguri Campus) –1 Post (UR), 5. Superintendent (Press) – 1 Post (UR), 6. Assistant Controller of Examination (Jalpaiguri Campus) – 1 Post (UR).**

Detailed information, specialization, if any, qualification and Application Form will be available in the University Portal at <http://www.nbu.ac.in> (**Recruitment Section**). Those who are employed must apply through proper channel. Filled in Application Form, complete in all respects along with requisite fees must be submitted online on or before 16.10.2019

Advt No.: 96 / R-2019 Dated: 14.09.2019

**Registrar**

## Detailed Information and Qualification for Officer Posts

### 1. Deputy Controller of Examinations: 1 post [UR]

[Pay Band :Rs. 15,600 – 39,100/- + G.P. :Rs. 8,000/-]

#### **Essential Qualifications:**

- 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 (ten) 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.

#### **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 organization.
- iii. For Deputy Controller of Examinations it is essential to have experience of at least 3 years in conducting of examinations in either undergraduate teaching institution or equivalent.

### 2. Technical Officer – II : Department : University Science & Instrumentation Centre, N.B.U. : 1 post [UR]

[Pay Band :Rs. 15,600 – 39,100/- + G.P. :Rs. 8,000/-]

#### **Essential Qualifications:**

- i. M.E. / M.Tech. in Electrical & Electronics, Mechanical or Computer Science & Engineering or M.Sc 1<sup>st</sup> Class (60%) in Physics with Electronics or Instrumentation Science or Computer Science & Application with 5 years experience in the rank of Technical Officer – I in related disciplines. In the case of internal candidates the 1<sup>st</sup> Class M.Sc may be relaxed up to 50% marks along with 5 years experience in the rank of Technical Officer – I in related disciplines. Provided that in absence of suitable candidates having the required administrative experience, if the candidate has been either a Professor / Reader / Principal / Lecturer for at least two years, the essential qualifications pertaining to administrative experience required for such post may be reduced or waived on recommendation of the Standing Committee. For candidates having required administrative experience, the essential academic qualifications may

be relaxed on recommendations of the Standing Committee, but the selected candidate must have at least the academic qualifications prescribed for Teachers of Colleges.

Provided further that in case of employees of the University who are otherwise found suitable, the prescribed academic qualification may be reduced or waived on recommendation of the Standing Committee.

### **3. Accounts Officer – Department : Jalpaiguri Campus, N.B.U. : 1 post [ (UR) ]**

[Pay Band :Rs. 15,600 – 39,100/- + G.P.:Rs. 6,000]

#### **Essential Qualifications:**

- 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. Relaxable in case of exceptionally qualified candidates.
  - Age Limit - Maximum age limit 50 years.
  - Note -Provided further that incase of employees of the University who are otherwise found suitable for the post of Accounts Officer, the prescribed academic qualification / administrative experience / age may be reduced or waived on recommendation of the Standing Committee.

#### **Desirable Qualification :**

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

### **4. Assistant Engineer (Electrical) – Department : Jalpaiguri Campus, N.B.U. : 1 post [ (UR) ]**

[Pay Band :Rs. 15,600 – 39,100/- + G.P.:Rs. 6,000]

#### **Essential Qualifications:**

- i. Uniformly good academic record with a Bachelor's Degree in Electrical Engineering with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii. At least 02 (two) years' experience in a position involving supervision, control and planning under Government / Quasi-Government organisation or in University and such other institutions.
- iii. The requirement of Bachelor's Degree may be waived in the case of A.M.I.E. with at least 15 (fifteen) years' experience as sub-Assistant Engineer (Electrical) in a Government / Quasi Government / University / Institute of Higher Learning.
- iv. Age not below 30 years. Relaxable in case of exceptionally qualified candidates.
  - Age Limit - Maximum age limit 50 years.
  - Note -Provided further that incase of employees of the University who are otherwise found suitable for the post of Electrical Assistant Engineer (Electrical), the prescribed academic qualification / administrative experience / age may be reduced or waived on recommendation of the Standing Committee.

#### **Desirable Qualification :**

- i. Degree or equivalent qualification in Electrical Engineering.

**5. Superintendent, University Press: Department : University Press, N.B.U. : 1 post [UR]**

[Pay Band: Rs. 15,600 – 39,100/- + G.P.:Rs. 6,000/-]

**Essential Qualifications:**

- 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. For graduates with degree / diploma in Printing Technology, the Master's Degree may be waived.
  - iii. At least 5 (five) years' experience in printing and publication and in Management of Printing Press.
  - iv. Age not below 30 years. Relaxable in case of exceptionally qualified candidates.
- Age Limit - Maximum age limit 50 years.
- Note -Provided further that incase of employees of the University who are otherwise found suitable for the post of 'Superintendent, University Press', the prescribed academic qualification / administrative experience / age may be reduced or waived on recommendation of the Standing Committee.

**Desirable Qualification :**

- i. 15 (fifteen) years' experience in Management of a Government / University / College Press University Branch Supervisory position in which case the requirement of a Master's Degree may be waived.

**6. Assistant Controller of Examination (Jalpaiguri Campus) – 1 Post (UR)**

[Pay Band :Rs. 15,600 – 39,100/- + G.P.:Rs. 6,000]

**Essential Qualifications:**

- 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 or 50% marks in average taking from H.S. to P.G. levels.
  - ii. At least 10 (ten) years' experience in Supervisory capacity in a University or a Research Institute or a Government / Quasi-Government organisation.
  - iii. At least 5 (five) years' administrative experience as section in-charge / supervisory level.
  - iv. Age not below 30 years. Relaxable in case of exceptionally qualified candidates.
- Age Limit - Maximum age limit 50 years.
- Note - Provided further that incase of employees of the University who are otherwise found suitable for the post of Assistant Controller of Examination, the prescribed academic qualification / administrative experience / age may be reduced or waived on recommendation of the Standing Committee.

**Desirable Qualification :**

- i. A degree in Business Management / Law / Statistics / Planning / Commerce / Economics.
- ii. It is essential to have experience of at least 5 (five) years in conducting of examinations in either undergraduate teaching institution or equivalentor University Examinations.

### **General instructions to the candidates**

- i. Candidates applying for more than one post will have to apply in separate **Application Form** meant for the purpose.
- ii. Abbreviations used UR – Unreserved, SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Caste, PH – Physically Handicapped.
- iii. Application fees :Rs. 2000/- for the post whose Pay Band :Rs. 37,400 – 67,000/- + G.P. :Rs. 10,000/- (Rs. 1000 for SC/ST/ OBC-A / OBC-B / PH Candidates), Rs. 1500/- for the post whose Pay Band Rs. 15600 – 39100/- + GP Rs. 8,000/- (Rs. 750 for SC/ST/ OBC-A / OBC-B / PH Candidates), Rs. 600/- for the post whose Pay Band : Rs. 15,600 – 39,100/- + G.P.:Rs. 6,000/- (Rs. 300 for SC/ST/ OBC-A / OBC-B / PH Candidates). Fees may be submitted online at [www.nbu.ac.in](http://www.nbu.ac.in).
- iv. Persons employed in Government / Semi-Government / Quasi-Government / Autonomous bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel may submit a 'no objection certificate' from the present employer at the time of the interview. However, they should also submit an undertaking to that effect alongwith the application form. No direct application from such candidates will be entertained.
- v. For reservation of OBC, SC, ST the certificates issued by the competent authority within the state of West Bengal shall only be considered valid. Such certificates issued by other states shall not be considered for the purpose of reservation. However such candidates may apply as unreserved candidates.
- vi. Proof of belonging to SC or ST or OBC or Persons with Disability must be uploaded alongwith the filled - in Application Form and no claim in this regard will be entertained afterwards.
- vii. Age will be calculated as on date of advertisement.
- viii. Incomplete applications, applications without self-attested copies of certificates, applications without the requisite fees, or applications received after the due date are liable to be rejected.
- ix. The University shall not entertain any application after the last date.
- x. The University shall reserve the right to cancel the process of recruitment to any category of the above mentioned post(s) without showing any reason whatsoever.
- xi. The University reserves the right of rejecting any or all the applications without assigning any reason thereof.
- xii. Mere eligibility will not vest any right on any candidate for being called for interview / in any other form of selection process. Only the short listed candidates will be called for interview. The decision of the University in all matters will be final.
- xiii. No informal correspondence from the candidates will be entertained in connection with the process of selection. Canvassing in any form will entail disqualification of Candidature.
- xiv. Supporting documents showing the details of past service in U.G.C. scale must be provided.
- xv. Application fee once paid shall not be refunded under any circumstances.

**Registrar**  
**University of North Bengal**