

BANKURA UNIVERSITY
WEST BENGAL

Advertisement No: RO/BKU/ 650/ 2022 Date: 23.11.2022

Applications are invited from Indian citizens in the prescribed form to be downloaded from the University Website: www.bankurauniv.ac.in.

Price of Forms:

Rs.1000/- (General Category), Rs.900/- (OBC-A/B) & Rs.750/- (SC/ST) for Level-8 & 9
Rs.700/- (General Category), Rs.600/- (OBC-A/B) & Rs.500/- (SC/ST) for Level-5

Downloaded Form shall accompany a Crossed Demand Draft drawn in favour of the Bankura University, payable at Bankura of requisite price for the following post. Completed application in the prescribed form along with photocopies of two sets of all credentials must reach the office of the Registrar by 02.12.2022 within working hours (Through proper channel, in case of already employed candidates). **No TA/DA is admissible for attending the interview.** It should be noted that possession of minimum eligibility shall not confer any right to be called for interview. Incomplete applications will be rejected. Selection need not be confined to those who apply formally.

A) Name of the post: Secretary to Vice Chancellor:
Rationalized Entry Pay- Rs. 37100/- (Level 9), UR-1 (One): Unreserved

Essential Qualification & Experience:

- (i) Must hold a Graduate Degree preferably with Honours from a recognized university
- (ii) Should be proficient in English with at least 10 years' experience as Personal Assistant in a Govt/quasi govt or similar organizations
- (iii) Should have adequate skill in computer operations
- (iv) Age: As per govt. rules.

B) Name of the post: Jr. Technical Assistant/ Technical Assistant Grade- II
Rationalized Entry Pay: Rs. 35800/- (Level 8), No of posts- 02 (two): UR- 1, SC-1

Essential qualification & Experience:

- (i) Must hold a Hons Degree in Science or a Professional Degree with technical knowledge and with a Degree / Diploma in Computer application
- (ii) At least 3 years' working experience in an academic institution as Lab. Assistant
- (iii) Age: As per govt. rules.

C) Name of the post: Junior Assistant
Rationalised entry Pay of Rs. 27,500/- (level 5)
No. of Posts – 5 (Five): UR(PWD): 01; UR: 02; SC: 01; OBC(A): 01

Essential Qualification:

- (i). Higher Secondary (10+2) with Diploma/Certificate course in Computer of at least six months' duration
- (ii) Age: As per govt. rules.

N.B.: Candidates belonging to the OBC-A & OBC-B categories, whose Caste certificates were issued more than one year ago, must produce a ratification certificate from the issuing competent authority that they do not belong to the creamy layer as on date of advertisement along with copy of the previous certificate to enable this University that for the purpose of reservation including SC/ST. The certificate issued by the competent authority within the state of West Bengal shall only be considered valid. Such certificates issued from other states shall not be considered for the purpose of reservation. However, such candidates from other states may apply as unreserved candidates.

Candidates should clearly note that the University will in no case be responsible for non-receipt of application forms by the University and/ or non-receipt of interview letter by the candidate, for postal delay or for any other reason whatsoever.

If any candidate is recommended for appointment in relaxation of any of the prescribed conditions relating to age, experience etc., it shall be so stated and recorded by the Selection Committee.

Those who already applied in response to Advertisement No. RO/BKU/118/2021 dated 14.02.2021 and RO/BKU/372/2021, dated 15.09.2021 need not apply again, but they may furnish their updated CV, if any.

Application received after due date and time be rejected summarily. Incomplete applications shall also be treated as cancelled and the University Authority shall not be liable to explain any reason in the matter.

Candidates are requested to super-scribe the words "Application for the post of **Secretary to Vice Chancellor/ Jr. Technical Assistant/ Technical Assistant Grade-II/ Junior Assistant**" - **as the case may be on the top of the envelope.**

Mere fulfilment of eligibility conditions does not entitle a candidate to be called for interview. Only those Candidates who will be short-listed after screening by relevant committee will be called for Interview.

Sd/-Registrar



Affix recent
passport size
colour
photograph

Application for Non-Teaching Post
(to be filled in by the candidate in his/her own handwriting)

To
The Registrar
Bankura University
Pin: 722155

Sub : Application for the post of

Ref : Adv./Notification Nodated.....

Sir,
With reference to your above Notification /Advertisement, I beg to apply for the post of.....
.....the particulars as regards my candidature for the post are given below:

1. Name in full (in block letters) :
2. (a) Present address :
- (b) Permanent address :
- (c) Phone/Mobile No. :
- (d) e-mail (if any) :
3. Father's Name :
4. Mother's Name :
5. Husband's Name :
- (in case of married women only)
6. Date of Birth (in Christian era) :
7. Age on the date of application :
8. Academic attainments :

Examination Passed	University/Board	Division/Class	Year of passing	% of Marks
Madhyamik or its equivalent				
IA/I.Sc./UE/PU/HS				
BA/B.Sc/B.Com or its equivalent.				
M.A./M.Sc./M.Com. or its equivalent				
Others, if any				

[Statement under serial no. 8 be attested by Gazetted Officer/
University Officer/Head Master/Principal with Official Seal]

ATTESTED

ATTESTED

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9. Whether **SC/ST/OBC/Physically Handicapped** :
[if yes furnish necessary document(s)]
10. Nationality :
11. Employment Exchange Registration No. :
with date, if any
12. Experience, if any :
13. Crossed Demand Draft of Rs.....bearing No.....&
date.....
14. Present employment, if any :
15. Any other information, if any :

I solemnly declare that the particulars furnished above are true to the best of my knowledge and belief. If any information is found to be false/incorrect at any stage, my application shall be liable to be rejected.

Date:

Yours faithfully,

Place:

(Signature of the candidate in full)

Enclosure :

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- N.B.** : 1. Incomplete applications are likely to be rejected.
2. Application and Attested copies of testimonials [two sets] in support of Age, Caste (for S.C./S.T.), Physically handicapped Certificate, if any, are to be enclosed.
3. No column/item be kept blank, please put 'X' mark or write 'Nil' against the column(s) which is/are not applicable.