



**UNIVERSITY OF NORTH BENGAL
OFFICE OF THE REGISTRAR**

समानो मन्त्रः समितिः समानी

NOTICE FOR WALK-IN-INTERVIEW

Walk-in-interviews will be held at the meeting room of the Registrar, University of North Bengal on **18.06.2023 (12:00 Noon)** and **19.06.2023 (12:00 Noon)** for various positions in the UGC-HRDC, NBU (on purely contractual basis). For details please, visit www.nbu.ac.in

Advt. No.18/R-2023 Dated: 13.06.2023

Registrar (Officiating)



NOTICE FOR WALK-IN-INTERVIEW

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UGC Human Resource Development Centre, University of North Bengal

A walk-in-interview will be held in the meeting room the Registrar, University of North Bengal on **18.06.2023 (12:00 Noon) and 19.06.2023 (12:00 Noon)** for appointment following posts in the UGC-Human Resource Development Centre, NBU (purely on contractual basis).

Sl. No.	Name of the post as per UGC Guidelines (2019)	Requisite Qualification & Experience	Monthly Consolidated Remuneration	Date & Time of Interview
1.	Technical Officer	<p><u>Essential</u></p> <p>(i) B.Sc. Computer Science/ IT/ Electronics / Physics OR BCA OR Diploma in Computer Science & Engineering / IT</p> <p>(ii) CCNA or equivalent certification</p> <p>(iii) Four (4) years experience in works related to the configuration & maintenance of switches, routers, UTM etc on a LAN with 500 simultaneous users</p> <p><u>Desirable</u></p> <p>(i) Post Graduate degree in Computer Science/ IT/ Electronics / Physics OR MCA</p> <p>(ii) MSITP / MCSE certification</p> <p>(iii) Experience in working with Government / Government Undertaking / Autonomous Bodies</p>	Consolidated: 35,000/-	18.06.2023 (Sunday) Time: 12:00 Noon
2.	Documentation Assistant (at the level of Professional Assistant)	<p><u>Essential</u></p> <p>(i) B. Lib. Sc./ B.L.I.S. or equivalent</p> <p>(ii) Diploma / Certification in Computer Application / IT Application / Web Designing from a Govt. recognized institution / Training Centres</p> <p>(iii) Four (4) years experience in Documentation and/or Installation & Implementation of popular LIS Software and/or document cataloguing, classification, circulation, serial management etc. in academic institutional library</p> <p><u>Desirable:</u></p> <p>(i) M. Lib. Sc./ M.L.I.S or equivalent OR Master's Degree in Arts/Science/ Commerce or any other discipline with 50% marks</p> <p>(ii) Experience in working with Government / Government Undertaking / Autonomous Bodies</p>	Consolidated: 35,000/-	18.06.2023 (Sunday) Time: 12:00 Noon

Sl. No.	Name of the post as per UGC Guidelines (2019)	Requisite Qualification & Experience	Monthly Consolidated Remuneration	Date & Time of Interview
3.	Computer Operator	<u>Essential</u> (i) Graduation in any discipline OR Diploma in Computer Science & Engineering / IT (ii) Certification in Computer Application / IT Application from a Govt. recognized institution / Training Centres (iii) Four (4) years experience in Computerized packages used in academic institutions, MS Office, Data Organization in Cloud Drive <u>Desirable:</u> (i) Having working experience in basic HTML and database management.	Consolidated: 27,750/-	19.06.2023 (Monday) Time: 12:00 Noon
4.	Junior Assistant	<u>Essential</u> (i) Graduation in any discipline (ii) Four (4) years experience in Computerized Office Management / Financial Management / Accounts etc used in academic institutions (iii) Experience in managing office correspondence in both physical and electronic version <u>Desirable:</u> (i) Having experience in English and/or Bengali and/or Hindi typewriting through Computers.	Consolidated: 27,750/-	19.06.2023 (Monday) Time: 12:00 Noon
5.	Peon	(i) A valid Class-VIII pass (or above) certificate (ii) Four (4) years experience in multitasking as Peon or in any similar role in any Academic Institution.	Consolidated : 18,500/-	19.06.2023 (Monday) Time: 12:00 Noon
6.	Hostel Attendant	(i) A valid Class-VIII pass (or above) certificate (ii) Four (4) years experience as Hostel Attendant or in any similar role in any Hostel / Guest House.	Consolidated : 18,500/-	19.06.2023 (Monday) Time: 12:00 Noon

N. B.

1. For all the post mentioned above the maximum age on the 1st day of the year of advertisement is Forty-Five (45).
2. Candidates must carry an application on plain paper, detailed-resume, passport- size recent photographs, and all self-attested certificates and mark sheets along with originals at the time of interview.
3. Candidates have to report two hours before the commencement of the interview at the office of Registrar.
4. Applicants shall not be entitled to any TA/DA for appearing before interview board.

Sd/-
Registrar