

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



“समानो मंत्रः समितिः समानी”

Online applications in the prescribed format are invited within **15th November' 2022** from bonafide Indian citizens for filling-up of vacancies to the substantive post of **Officers** in the University of North Bengal. For details please visit university website www.nbu.ac.in (Recruitment Section).

Advt No.: 99 / R-2022 Dated: 22/10/2022.

Registrar (Offg.)

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Detailed Information and Qualification for Officer Posts

- 1. Registrar : 1 Post [UR]**
Pay Level: 14: 144200 – 218200

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 grading system is followed.
- ii. At least 15 years of experience as Sr. Lecturer / Reader / Assistant Professor in the AGP of Rs. 7000 and above or with 8 years of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration in Academic Institutions like University 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

15 (fifteen) years administrative experience, of which 8 years shall be as Deputy Registrar or equivalent post.

- iii. Age not less than 40 years. Relaxable in the case of exceptionally qualified candidate.

Desirable Qualification:

- i. A doctorate degree or published research work of merit.
- ii. High level of administrative experience in a Government or Quasi Government organization or a good background in administration and management in senior position.

- 2. Finance Officer : 1 Post [UR]**
Pay Level: 14: 144200 – 218200

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 grading system is followed.
- ii. Chartered Accountant or Cost Accountant or equivalent professional qualification.

OR

Master's Degree in Business Administration with specialization in Finance.

- iii. 15(fifteen) years of working experience in management of finance in a Government / University or Institute of Higher Learning / Commercial Establishment of which 5 years must be in higher administrative post involving supervision, control, planning and administration.
- iv. Age not less than 40 year. Relaxable in case of exceptionally qualified candidates.

NOTE:

- i. A relaxation of 5% in the marks may be provided for the candidates belonging to SC/ST/Differently Abled (Physically as well as Visually) categories.
- ii. The marks in each case mean the qualifying marks without any grace marks and / or rounding off procedures.

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 – Un-Reserved, SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Class, PH – Physically Handicapped.
- iii. Application fees :Rs. 2000/- (Rs1000 for SC/ST/ OBC-A / OBC-B / PH Candidates), Fees may be submitted through online mode only.
- 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 along with 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 along with 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.
- xvi. A relaxation of 5% in the marks may be provided for the candidates belonging to SC / ST / Differently – abled (Physically as well as visually) categories.

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