

Applications are invited for the post of Registrar. Detailed Qualifications, Scale of Pay and other terms and conditions are available in the University Web Site www.cbpbu.ac.in. Last date of submission of Online Application is 08/06/2016. The advertisements published earlier for this post are hereby cancelled. The application fees received will be refunded either by bank transfer or by money order.

**Officer-On-Special Duty
Cooch Behar Panchanan Barma University
Vivekananda Street, Cooch Behar - 736101**

CBPBU/AD/001- 16 dated 26/05/16

Applications in online mode are invited for the Registrar (One Post)

Essential Qualification:

- Uniformly good academic record with a Master Degree with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- 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 the 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/or other Institutions of higher learning.
OR
- 15 years' administrative experience of which 8 years shall be as Deputy Registrar or equivalent post.

Desirable Qualification:

- A Doctorate Degree or published research work of merit
- High level of administrative experience in a Government or Quasi Government organisation or a good background in administration and management in senior position.

Age: Age not less than 40 years.

Scale of Pay:

- Registrar: Pay Band – IV: Rs. 37400 – 67000 with Grade Pay Rs.10000/- + Other Applicable allowances

Scales of Pay and other admissible allowances are as per State Government Orders.

General Instructions to the Applicants:

- ❖ Appointments will be made on probation for one year which may be waived or extended in exceptional cases and will be guided by the rules as framed and / or amended from time to time. During or at the end of the period of probation, the services of the concerned teacher may be terminated with one month notice or with one month's salary in lieu thereof, without assigning any reasons thereof. On satisfactory completion of the probationary period the concerned incumbent will be considered for confirmation of service. Stipulation in respect of Experience and Age may be relaxed by the authority in case of exceptionally brilliant candidates on recommendation of relevant selection committee.
- ❖ The selections of Registrar need not to necessarily be confined only to those who formally apply.
- ❖ Candidates already in employment must apply through proper channel.
- ❖ The originals will be required for necessary verification at the time of interview.
- ❖ Incomplete applications will be rejected.
- ❖ No TA/DA shall be paid to the candidates for attending the interview.
- ❖ The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate

COOCH BEHAR PANCHANAN BARMA UNIVERSITY

Vivekananda Street, Cooch Behar- 736101.

CBPBU/AD/001- 16

Dated: 26/05/16

has a clandestine antecedents/background and has suppressed the said information, then his services shall be terminated.

- ❖ The University reserves the right not to fill up the post advertised if the circumstances so warrant.
- ❖ In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
- ❖ In case of any dispute/ambiguity that may occur in the process of selection, the decision of the competent authority shall be final.
- ❖ 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.
- ❖ The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The University will have the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that may deem fit.
- ❖ In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Calcutta High Court.

Applicants who had applied for the registrar positions in response to previous advertisements have to reapply. The advertisements published earlier for this post are hereby cancelled. The application fees received will be refunded either by bank transfer or by money order. All Applications must be made online at the University website. Online form fill-up will start on 28.05.2016. Last date of online submission: 08/06/2016.

****No Telephonic queries will be entertained in this regard****

**Sd/-
Officer-on-Special Duty**