

Applications are invited for five posts of Junior Assistants(with computer/typing knowledge) and five posts of Junior Peons. One post of Junior Assistant and One post of Junior Peon are reserved for candidates belonging to Scheduled Caste community. One post of Junior Assistant and one post of Junior Peon are reserved for candidates belonging to Scheduled Tribe community. Last date of submission of application is 15 June 2015. Detailed Qualifications, Scale of Pay and other terms and conditions are available in the University Web Site www.cbpbu.ac.in.

Those candidates who completed the written test in response to our earlier advertisements may not apply again.

Registrar

Cooch Behar Panchanan Barma University

Central Farmers' Hostel

Uttar Banga Krishi Viswabidyalaya

Pundibari

Cooch Behar

Ad/cbpbu/15/04

Dated 27/05/15

Applications are invited for the following posts

- (i) **Junior Assistant (with computer/typing knowledge) (Five Posts)**
General - 03 posts
SC - 01 post
ST – 01 post

Pay Band – IV: Rs. 7,200 – 25,400 with Grade Pay Rs.3,300/- + Other Applicable allowances

Essential Qualification :

- i. Passed HS or equivalent examination (10+2)
- ii. Certificate Course in Computer of Minimum of six months duration from recognized institution.

Desirable Qualification

- i. Bachelor Degree with proficiency in English
- ii. Experience in Clerical works in organization of repute.

Age : As per Government of West Bengal norm.

- (ii) **Junior Peons (Five Posts)**
General - 03 posts
SC - 01 post
ST – 01 post

Pay Band – IV: Rs. 5400 – 18600 with Grade Pay Rs.1,800/- + Other Applicable allowances.

Essential Qualification

- i. Passed Class VIII, but below H.S. or equivalent examination (10+2)
Desirable : Experience in similar works

Age : As per Government of West Bengal norm.

GENERAL INSTRUCTIONS & ESSENTIAL INFORMATION

1. Applicants must apply on prescribed form available on website. Applications received in any other form than prescribed form will be rejected.
2. The envelope should be super-scribed as “Application for the post of **Junior Assistant (with computer/typing knowledge) / Junior Peons**”
3. The University reserves its right to limit of the total number of candidates to be called for interview.
4. The University reserves the right to withdraw any advertised post at any time without assigning any reason. The right is also reserved with the University either to fill or not to fill the post and its decision in this regard shall be final.
5. Application should be accompanied with a non-refundable demand draft Rs. 100/- (Rs. 50/- for SC/ST) drawn in favour of Cooch Behar Panchanan Barma University payable at Cooch Behar.
6. The application duly filled in the prescribed form must reach the office of the Registrar on or before 15 June 2015 at the below given address. Applications received after this date shall not be included in the selection process.

Registrar
Cooch Behar Panchanan Barma University
Central Farmers' Hostel
UBKV
PUNDIBARI
Cooch Behar – 736165

7. Separate application along with application fee should be submitted for each post applied for.
8. Applicants serving in Government/Semi-Government organizations/Public Sector Undertakings/Autonomous Bodies must send their applications “Through Proper Channel”. The applications received without the recommendations of the employers will not be considered. However, an advance copy of application may be sent followed by the original application through proper channel.
9. The age of superannuation for all the post shall be as per Government of West Bengal norms.
10. Candidates shall have to produce original documents at the time of appearing in Interview, if called for, with a passport size photograph and a set of Xerox copy of certificates.
11. Canvassing in any form may lead to cancellation of candidature.
12. Incomplete applications or without relevant supporting enclosures (self attested copies of degree/certificates/marks sheets/experience certificate, etc.) will be out-rightly rejected.

Registrar