

COOCH BEHAR PANCHANAN BARMA UNIVERSITY
Vivekananda Street, Cooch Behar- 736101.

Advt. No. F106.V1/REG/AD/34-18

Dated: 17.08.2018

Cooch Behar Panchanan Barma University invites online applications for the posts of Controller of Examination, Inspector of College, Development Officer, Audit & Accounts Officer, Assistant Registrar, Assistant Controller of Examination, and System Administrator

N.B. ABILITY TO READ, WRITE AND SPEAK IN ENGLISH IS AN ESSENTIAL QUALIFICATION FOR RECRUITMENT TO THE POST OF CONTROLLER OF EXAMINATION, INSPECTOR OF COLLEGE, DEVELOPMENT OFFICER, AUDIT & ACCOUNTS OFFICER, ASSISTANT REGISTRAR, ASSISTANT CONTROLLER OF EXAMINATION, AND SYSTEM ADMINISTRATOR.

1. Controller of Examination (One Post)

Scale of Pay

Pay Band: Rs 37,400 - 67,000/- with a Grade Pay Rs. 10,000/-

Qualifications

(a) Essential

- Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- At least 15 years experience as Sr. Lecturer/Reader/Assistant Professor in the AGP of Rs. 7000/- and above or with 8 year's 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.

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

(b) Desirable

- A Doctorate Degree or published research work of merit
- High level administrative experience in a Government or Quasi-Government organisation or a good background in administration and management in senior position.
- For the Post of Controller of Examinations, it is essential to have experience in conduction of examinations either in institution of higher learning or in Service Commissions.

2. Inspector of College (One Post)

Scale of Pay

Pay Band: Rs 37,400 - 67,000/- with a Grade Pay Rs. 10,000/-

a. Essential Qualification

- i. Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale wherever a 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 year's 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.

b. Desirable Qualification

- i. A Doctorate Degree or published research work of merit.

OR

- ii. High level of administrative experience in a Government or Quasi Government organisation or a good background in administration and management in senior position.

iii. For the Post of Controller of Examination, it is essential to have experience in conduction of examinations either in institution of higher learning or in Service Commissions.

iv. For the post of Inspector of Colleges, it will be essential to have experience in administration of colleges desirably in a position not less than that of a Principal of a College.

3. Development Officer (One Post)

Scale of Pay

Pay Band: Rs. 15,600/- 39,100/- with a Grade Pay Rs. 8,000/-

Qualification:

(a) Essential

- i. Uniformly good academic record with Master's Degree with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.

ii. At least 10 years' experience in a position involving Supervision, Control and Planning of administration of Colleges, Universities / Institutes of Higher Learning of Government or Quasi-Government organisation ..

iii. Age not below 35 years, Relaxable in case of exceptionally qualified candidates.

(b) Desirable

i. A Doctorate or published work of high standard.

ii. Experience of at least 7 years in University or in Post Graduate Research organisation as Assistant Registrar or equivalent post. In that case, records of performance will be examined.

4. Audit & Account Officer (One Post)

Scale of Pay

Pay Band: Rs. 15,600/- 39,100/- with a Grade Pay Rs. 8,000/-

Qualification:

(a) Essential

i. Uniformly good academic record with Master's Degree in Commerce/Finance with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.

ii. 5(five) years of working experience in Supervision, Control, Planning and Management of Accounts and Audit, Preparation of budget in Government, Quasi-Government or University or Commercial Establishment.

iii. Age not below 30 years, Relaxable in case of exceptionally qualified candidates.

(b) Desirable

i. Chartered Accountant or Cost Accountant or Business Management Degree.

5. Assistant Registrar (One Post)

Scale of Pay

Pay Band: Rs. 15,600/- 39,100/- with a Grade Pay Rs. 6,000/-

Qualification:

(a) Essential

i. Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.

ii. At least 10 years' experience in a Supervisory capacity in a University or a Research Institute or a Government/ Quasi Government Organization.

iii. At least 5 (five) years' administrative experience.

iv Age not below 30years. Relaxable in case of exceptionally qualified candidates.

(b) Desirable

- i. A degree in Business Management or Law or Statistics or Planning.

6. Assistant Controller of Examination (One Post)

Scale of Pay

Pay Band: Rs. 15,600/- 39,100/- with a Grade Pay Rs. 6,000/-

Qualification:

(a) Essential

- i. Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii. At least 10 years' experience in a Supervisory capacity in a University or a Research Institute or a Government/ Quasi Government Organization.
- iii. At least 5 (five) years' administrative experience.
- iv Age not below 30years. Relaxable in case of exceptionally qualified candidates.

(b) Desirable

- i. A degree in Business management or Law or Statistics or Planning.

7. System Administrator (One Post)

Scale of Pay

Pay Band: Rs. 15,600/- 39,100/- with a Grade Pay Rs. 6,000/-

Qualification:

(a) Essential

- i. Uniformly good academic record with Master's Degree in Computer/Information Science/Technology/Computer Applications OR having a 'B' Level or above from DOEACC, Government of India with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed along with at least 5 years experience in system management in academic institution/Government/Quasi Government/Corporate bodies.

(b) Desirable

- i. Experience in System Management and Networking with Web content filtering, Database Administration, User Support, Large Cluster Installation Management, Voice over IP.
- ii. Ability to handle Disaster Recovery, Storage Configuration, Daily Backup Procedure, etc.

Note

· 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 officer 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 selection of Officer need not necessarily be confined only to those who formally apply.

· **Candidates already in employment must apply through proper channel and "No Objection Certificate" must be produced in order to appear before Selection Committee.**

- Photocopies of all testimonials & certificates must be submitted at the time of interview (If called).
- The originals will be required for necessary verification.
- Incomplete applications will be rejected.

ONLINE APPLICATION FEES: RS.1000/- (ONE THOUSAND ONLY)

ONLINE APPLICATION PROCESS WILL CONTINUE ON AND FROM 21.08.2018 TO 02.09.2018.

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


REGISTRAR

**COOCH BEHAR PANCHANAN BARMA UNIVERSITY
VIVEKANANDA STREET, COOCH BEHAR – 736101**

REGISTRAR
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