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

Advt. No. F106.V1/REG/AD/0011-19   **Dated: 01.03.2019**

Cooch Behar Panchanan Barma University invites offline applications for the posts of Development Officer, Audit & Accounts Officer, and System Administrator.

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

1. 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 organization .
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.

2. 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 a 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. Experience in Audit and Accountancy work for at least five years in a senior position involving Supervision, Control and Planning and Management of audit and Accounts.
iii. Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.
(b) Desirable
i. Chartered Accountant or Cost accountant or Business Management Degree

3. 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.

Applications (3 copies) in prescribed forms to be downloaded from the University Website and are required to be attached with a Bank Demand Draft of **Rs. 500/-** (application fees shall not be charged in case of candidates belonging to the SC/ST, **Rs. 250/-** for OBC (A), OBC (B) and physically challenged candidates) or US **$50** drawn in favour of Cooch Behar Panchanan Barma University, along with the filled-in prescribed forms. Applications should reach the Office of the Registrar, Cooch Behar Panchanan Barma University, Vivekananda Street, Cooch Behar - 736101, West Bengal, India not later than **02.04.2019.**

No Telephonic queries will be entertained in this regard

Sd/-
REGISTRAR
COOCH BEHAR PANCHANAN BARMA UNIVERSITY
VIVEKANANDA STREET, COOCH BEHAR – 736101