

Applications are invited for the posts of (i) Finance Officer; (ii) Controller of Examinations & (iv) Secretary to the Vice Chancellor from the qualified persons. Detailed Qualifications, Scale of Pay and other terms and conditions are available in the University Web Site [www.cbpbu.ac.in](http://www.cbpbu.ac.in). Last date of submission of application is 15<sup>th</sup> June 2015. Those persons who applied in response to our earlier advertisements need not apply again.

Registrar

Cooch Behar Panchanan Barma University

Central Farmers' Hostel

Uttar Banga Krishi Viswabidyalaya

Pundibari

Cooch Behar

Ad/cpbpu/15/01

dated 27/05/15

**Applications are invited for the following posts**

**(i) FINANCE OFFICER (One Post)**

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

Essential Qualification

- 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. 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 : Age not less than 40 years. Relaxable in the case of exceptionally qualified candidates.

**(ii) Controller of Examinations**

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

Essential Qualification :

i. 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.

ii. Atleast 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

- i. A Doctorate Degree or published research work of merit
- 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. Experience in conduction of examinations either in institutions of higher learning or in Service Commission.

Age : Age not less than 40 years. Relaxable in the case of exceptionally qualified candidates.

**(a) Secretary to the Vice Chancellor (One post)**

Pay Band : Rs.9000/- – 28300/- with Grade Pay Rs.4600/- + Other Applicable allowances

Essential Qualification

- (i) Graduation in any stream
- (ii) Shorthand speed - 100 W/pm in English
- (iii) Typing ability with minimum speed 40 words per minute in English and Computer proficiency(Skill in word Processing)

Desirable: (i) At least 10 years experience in Institute of Higher Education with adequate Secretarial proficiency

(ii) Hons. in English

Age: As per Govt. Rules

## **GENERAL INSTRUCTIONS & ESSENTIAL INFORMATION**

1. Applicants must apply on prescribed form available on website. Application forms may be purchased from the Office of the Finance Officer of the University also. Applications received in any other form than the prescribed form will be rejected.
2. The envelope should be super-scribed as “Application for the post of Finance Officer/ Controller of Examinations/ Secretary to the Vice Chancellor”.
3. Only short listed candidates will be called for interview. The University reserves its right to limit the total number of candidates to be called for interview.
4. Stringent criteria may be applied for short-listing the candidates to be called for interview.
5. 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.
6. Relaxation of 5% marks (from 55% to 50%) will be provided at the Master’s level in the case of SC/ST/Physically handicapped candidates
7. Application should be accompanied with a non-refundable demand draft Rs. 300/- ( 25 % for SC/ST) drawn in favour of Cooch Behar Panchanan Barma University
8. The application duly filled in the prescribed form must reach the office of the Registrar on or before 15 June 2015 at address given below. 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  
West Bengal

9. Separate application along with application fee should be submitted for each post applied for.
10. 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.
12. The age of superannuation for all the post shall be as per UGC norms/Govt. West Bengal rules.
13. Candidates shall have to produce original documents at the time of appearing in Interview with a passport size photograph and a set of Xerox copy of certificates.
14. Canvassing in any form may lead to cancellation of candidature.
15. Incomplete applications or without relevant supporting enclosures (self attested copies of degree/certificates/marks sheets/experience certificate, etc.) will be out-rightly rejected.
16. Those candidates who applied in response to our earlier advertisements need not apply again.

Registrar