



UNIVERSITY OF GOUR BANGA

P.O.: Mokdumpur, Dist.: Malda – 732 103

Ref. No.: 1118/UGB/R-16

Date: 01.12.2016

Norms and Guidelines for Application relating to Appointment to following Non-Teaching Posts:

SL. No.: 01

Name of the Post: SENIOR ASSISTANT

Vacancy: Total -2 [SC-1, GENERAL - 1].

Qualification:

- Graduate from any recognized Indian University.
- Working knowledge in Computer Application with Hardware and Software programming from a reputed institute.
- At least 4 years experience in clerical works in a University in confidential Section/general administration as evidenced by a certificate issued by the competent authority.

Scale of Pay: Rs.7,200/- - 25,400/- with GP of Rs. 4,100/-

SL. No.: 02

Name of the Post: TECHNICAL ASSISTANT (COMPUTER GRADE-II)

Vacancy: Total -3 [SC-1, GENERAL (EC)-1 & ST-1]

Qualification:

- Any Graduate together with a Diploma/ Certificate in Computer Hardware and Networking and Software programming from a reputed institute.
- Some experience in office work as evidenced by certificate issued by the competent authority.

Scale of Pay: Rs.9,000/- - 28,300/- with GP of Rs. 4,400/-

SL. No.: 03

Name of the Post: JUNIOR ASSISTANT

Vacancy: Total -3 [GENERAL (EC)-01, SC (Ex-Serviceman)-01 & GENERAL (PWD)-01]

Qualification:

- At least H.S. or equivalent qualification together with proficiency in Computer Applications as evidenced by a Diploma/Certificate from a reputed institute.
- Some experience is desirable in Office work as evidenced by a certificate issued by the competent authority.

Scale of Pay: Rs. 7,200/- - 25,400/- with GP of Rs. 3,900/-

SL. No.: 04

Name of the Post: JUNIOR PEON (GROUP-D)

Vacancy: Total – 14 [GENERAL-02, GENERAL (EC)-03, GENERAL (PWD)-01, GENERAL (Ex-Serviceman)-01, SC-03, SC (EC)-01, OBC (Category-A) (EC)-01, OBC (Category-B) -01 & OBC (Category-B) (EC)-01].

Qualification: Passed Class-VIII but not more than Class-XII together with some experience is desirable in office work as a peon as evidenced by a certificate issued by the competent authority.

Scale of Pay: Rs. 5,400/- - 18,600/- with GP of Rs. 1,800/-

SL. No.: 05

Name of the Post: SECRETARY TO VICE CHANCELLOR

Vacancy: Total -1 [GENERAL - 1]

Qualification:

Essential: Graduation in any stream Shorthand speed- 100 W/pm in English, typing ability with minimum speed 40 words per minute in English and Computer proficiency (Skill in word Processing).

Desirable: At least 10 years experience in Institute of Higher Education with adequate Secretarial proficiency. Hons. in English.

Scale of Pay: Rs.9,000/- - 28,300/- with GP of Rs. 4,600/-

General Instructions to the Candidates:

- 1) No application except in prescribed Application Form will be considered.
- 2) Age Limit: Not less than 18 years and not more than 40 years as on **December 10, 2016**. The benefit of reservation of vacancies and upper age concession up to 5 years are admissible only to SC/ST/SC (EC)/ST (EC) candidates of West Bengal and up to 3 years to BC candidates of West Bengal and up to 8 years for persons with disability (PH) of 40% and above as per Govt. Rules
- 3) A person working in Govt. / Semi-Govt. / Public Sector undertaking must apply through proper channel.
- 4) Candidates who will submit applications in response to notification of the University of Gour Banga and those sponsored by the Employment Exchanges of the Districts of Malda/ Uttar Dinajpur/ Dakshin Dinajpur as well as by the Directorate of Employment, Kolkata (for E.C candidates) will be considered jointly.
- 5) Incomplete application will not be entertained.
- 6) University authority will not be responsible for any postal delay.
- 7) No TA/DA shall be paid to the candidates for attending the interview.
- 8) Application fees once paid shall not be refunded under any circumstances.
- 9) 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 has a clandestine antecedents/background and has suppressed the said information, then his services shall be terminated.
- 10) The University reserves the right not to fill up the post advertised if the circumstances so warrant.
- 11) 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.
- 12) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the competent authority shall be final.
- 13) 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.
- 14) 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.
- 15) In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Calcutta High Court.
- 16) **ONLINE Application will be done during December 10, 2016 to February 10, 2017 in the website - www.ugb.ac.in.**
- 17) Application Fees:

Post	Fees for GENERAL Posts (Rs.)	Fees for Reserve Posts (Rs.)
Senior Assistant	250.00	200.00
Technical Assistant (Comp. Gr-II)	300.00	250.00
Junior Assistant	200.00	150.00
Junior Peon (Group-D)	100.00	50.00
Secretary to Vice Chancellor	400.00	350.00

Important Notice: Candidates who applied before (Vide Advt. No.: 469/UGB/R-10, Dated – 12.10.2010 & Advt. No.: 821/UGB/R-12, Dated-17.08.2012) **NEED TO APPLY again without paying any Fees.**

Sd/ - (Dr. Arijit Das)
Assistant Registrar (Addl. Charge)