



RAIGANJ UNIVERSITY
P.O.- Raiganj, Dist.- Uttar Dinajpur,
West Bengal, Pin- 733 134.

Advt. No.03/17/RGU/DR

Dt. 01.12.2017

Applications in the prescribed format are invited from the eligible candidates for filling up the following administrative posts.

(i) Registrar (UR) (ii) Deputy Librarian (UR) (iii) Assistant Librarian(UR) (iv) Secretary of U.G. Council (UR) (v) Secretary of P.G. Council (UR) (vi) Deputy Controller of Examinations (UR) (vii) Assistant Registrar (UR) (viii) Accounts Officer (UR) (ix) Secretary to the Vice-Chancellor (UR) and (x) P.A. to the Vice-Chancellor (UR). Last date of submission of application is 22.12.2017.

Prescribed format and other details are available on the official website of Raiganj University (www.raiganjuniversity.ac.in).

Sd/-
Deputy Registrar (Offg.)
Raiganj University
P.O. Raiganj,
Dist.- Uttar Dinajpur
West Bengal, Pin- 733 134.



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Date :

Applications in the prescribed format are invited from the eligible candidates for filling up the following administrative posts.

For (i) Registrar (Pay Band -Rs, 37,400/- --67,000/- with a Grade Pay of 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 organization or a good background in administration and management in senior position.

For (ii) Deputy Librarian (Pay Band—Rs.37,400/--67,000/- with a grade pay of Rs. 8,000/-) :

a. Essential Qualification

- i. A Master's Degree in library science/information science /documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.
- ii. Five years experience as an Assistant University Librarian /College Librarian.
- iii. Evidence of innovative library service and organization of published work and professional commitment, computerization of library.

b. Desirable Qualification

- i. A M.Phil. / Ph.D. Degree in library science/Information science / Documentation / Archives and manuscript-keeping / computerization of library.

For (iii) Assistant Librarian (Pay Band—Rs.15,600—39,100/- with a grade pay of Rs. 6,000/-) :

- i. A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- iii. However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009", shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.

For (iv) Secretary of U.G. Council (Pay Band—Rs. 15,600-39,100/- with a Grade Pay of Rs.8,000/-) :

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 10 years' of experience as Lecturer / Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration in Academic Institutions like University, Research Establishment and / 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

10 (ten) years' administrative experience, of which 5 years shall be as Assistant Registrar or equivalent post.

- iii. Age not less than 35 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable Qualification

- i. A Doctorate Degree or published papers of high standard.

OR

- ii. Experience of at least 10 years' in a fairly senior position in any academic institutions like a College or a University or a research organisation.

For (v) Secretary of P.G. Council (Pay Band—Rs. 15,600-39,100/- with a Grade Pay of Rs.8,000/-) :

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 10 years' of experience as Lecturer / Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration in Academic Institutions like University, Research Establishment and / 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

10 (ten) years' administrative experience, of which 5 years shall be as Assistant Registrar or equivalent post.

- iii. Age not less than 35 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable Qualification

- i. A Doctorate Degree or published papers of high standard.

OR

- ii. Experience of at least 10 years' in a fairly senior position in any academic institutions like a College or a University or a research organization.

For (vi) Deputy Controller of Examinations (Pay Band—Rs. 15,600-39,100/- with a Grade Pay of Rs.8,000/-) :

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 10 years’ of experience as Lecturer / Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration in Academic Institutions like University, Research Establishment and / 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

10 (ten) years’ administrative experience, of which 5 years shall be as Assistant Registrar or equivalent post.

iii.Age not less than 35 years. Relaxable in case of exceptionally qualified candidates.

b.Desirable Qualification

i.A Doctorate Degree or published papers of high standard.

OR

ii.Experience of at least 10 years’ in a fairly senior position in any academic institutions like a College or a University or a research organization.

iii. Experience of at least 3 years in conducting of examinations in either undergraduate teaching institution or equivalent.

For (vii) Assistant Registrar (Pay Band—Rs. 15,600-39,100/- with a Grade Pay of Rs.6,000/-) :

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 10 years' experience in a Supervisory capacity in a University or a Research Institute or a Government / Quasi Government organisation.
- iii. At least 5 (five) years' administrative experience.
- iv. Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable Qualification

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

For (viii) Accounts Officer (Pay Band—Rs. 15,600-39,100/- with a Grade Pay of Rs.6,000/-) :

a. 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. 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 Qualification

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

For (ix) Secretary to the Vice-Chancellor (Pay Band—Rs. 9,000—28,300/- with a Grade Pay of Rs. 4,600/-):

a. Essential Qualification

- i. A Master's Degree from a recognized University.
- ii. Minimum experience of five years in secretarial / administrative work, of which at least two or three years should be working as assistant or equivalent with the highest authority in a University / College, Government or Semi-Government organization or Public / Private Undertaking of repute.
- iii. Age not less than 35 years. Relaxable in case of exceptionally qualified candidates.
- iv. Proficiency with multiple MS Office Systems.

b. Desirable Qualification

- i. Good Command in English having pleasant personality with proven organizing ability.
- ii. Excellent communicator, a good listener and able to work perfectly under strict deadlines.
- iii. Able to take up emergency assignments and perform them effectively.

For (x) P.A. to the Vice-Chancellor (Pay Band—Rs. 9,000—28,300/- with a Grade Pay of Rs. 4,400/-) :

a. Essential Qualification

- i. A good Bachelor Degree from a recognized University.
- ii. Good Knowledge in Stenography.
- iii. Minimum experience of five years in secretarial / administrative work.
- iv. Age not less than 30 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable Qualification

- i. Good Command in English having pleasant personality with proven organizing ability.
- ii. Good knowledge in Computer.
- iii. Highly disciplined and having sound work ethics.

GENERAL INSTRUCTIONS & ESSENTIAL INFORMATION

1. Applicants must apply on prescribed form available on website. 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 Registrar / Deputy Librarian / Assistant Librarian / Secretary of U.G. Council /Secretary of P.G. Council / Deputy Controller of Examinations / Assistant Registrar / Accounts Officer / Secretary to the Vice-Chancellor /P.A. to the Vice-Chancellor” (whatever applicable).
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 the interview.
4. Stringent criteria may be applied for short-listing the candidates to be called for the 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 for the posts of Registrar / Deputy Librarian / Assistant Librarian / Secretary of U.G. Council /Secretary of P.G. Council / Deputy Controller of Examinations / Assistant Registrar / Accounts Officer.
7. Application should be accompanied with a non-refundable demand draft Rs. 2000/-And Rs.1500for SC/ST candidates) drawn in favour of Raiganj University, Raiganj.
8. The application duly filled in the prescribed form must reach the office of the Deputy Registrar (Offg.) on or before **22nd December 2017** at address given above. Applications received after this date shall not be included in the selection process.
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.

11. The age of superannuation for all the post shall be as per UGC norms/Govt. West Bengal rules.

12. 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.

13. Canvassing in any form may lead to cancellation of candidature.

14. Incomplete applications or without relevant supporting enclosures (self attested copies of degree/certificates/marks sheets/experience certificate, etc.) will be out-rightly rejected.

15. The University shall verify the antecedents and documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents are fake/false/mutilated or the candidate has a clandestine antecedent and has suppressed the said information, then his/her services shall be terminated.

16. In case of any unintentional mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves right to modify/withdraw/cancel any communication made to the candidate.

17. In case of any dispute/indistinctness that may occur in the process of selection, the decision of the University shall be final.

Sd/-

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