



RAIGANJ UNIVERSITY
P.O. - Raiganj, Dist.- Uttar Dinajpur,
West Bengal, Pin- 733134.

Advt. No. R-237/Advt./2018

Date. 26/7/2018

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

- (i) Post Name: Controller of Examinations**
- (ii) Number of vacancy: One (01)**
- (iii) Category: Unreserved (UR)**

Last date of submission of application is **13/8/2018**. Prescribed format and other details are available on the official website of Raiganj University

www.raiganjuniversity.ac.in.

Sd/-

Registrar
Raiganj University



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(i) 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. At least 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 Organization 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 and not above 55 years. Relaxable in the case of exceptionally qualified candidates.

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 Controller of Examinations”.
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. 2000/- drawn in favour of Raiganj University, Raiganj.
8. The application duly filled in the prescribed form must reach the office of the Registrar on or before 13/8/2018 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.

Amounting as noted below (non-refundable) in favour of **Raiganj University**, payable at Raiganj, SBI, should reach University office by **13/8/2018**.

**Bank Draft: In favour of Raiganj University
Payable at Raiganj**

Or. In cash in University cash counter by 13/8/2018 (Upto 2P.M)

Controller of Examinations: Rs/-2000 (Two thousand only) for UR

Last date of submission of Form: 13/8/2018 (up to 4pm)

Sd/-

**Registrar
Raiganj University**