

UNIVERSITY OF NORTH BENGAL
Office of the Registrar
P.O.- N. B. U, Dist.- Darjeeling, Pin-734013.



“समानो मंत्रः समितिः समानी”

Online applications in the prescribed format are invited within **30-04-2023** from bonafide Indian citizens for filling-up of vacancies to the substantive post of **Officers** in the University of North Bengal. For details please visit university website www.nbu.ac.in (Recruitment Section).

Advt No: 02/ R-2023 Dated: 14.04.2023

Registrar

Apply Now

Detailed Information and Qualification for Officer Posts

1. Inspector of Colleges : 1 post [UR]

[Pay Level 14: 144200 - 218200]

Essential Qualifications:

- 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 years 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 case of exceptionally qualified candidates.

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.
- iii. For the post of Inspector of Colleges, it will be essential to have experience in administration of colleges desirably in a position not less than that of a Principal of a college.

2. Audit & Accounts Officer : 1 post [UR]

[Pay Level 12: 79800 - 211500]

Essential Qualifications:

- 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.

Desirable:

- i. Chartered Accountant or Cost Accountant or Business Management degree.

3. Officer – in- Charge, Watch & Ward – 1 post (UR)

[Pay Level 10: 57700 - 182400]

Essential Qualifications:

- i. The candidate must be a graduate and must have atleast 10 years experience in the maintenance of Security / Law and Order / Watch and Ward in any Government / Semi-Government / Other organisations. Ex-Army / Police Personnel may also apply. He must possess sound health. He shall be a whole time officer and shall compulsorily reside in the university accommodation. Age not less than 50 years.

4. Senior Research Physicist : 1 post [UR]

[Pay Level 12: 79800 - 211500]

Essential Qualifications:

- i. A good Master's Degree with atleast 55% of marks (or an equivalent grade in a point scale wherever grading system is followed) in Physics/Astrophysics/Mathematics/Space Science and a consistent good academic record.
- ii. A doctorate degree in High Energy Cosmic Ray Physics/Space Science.
- iii. A minimum of five years of research experience (post Ph.D) in High Energy Cosmic Ray Physics/Space Science with at least eight published work of high standard. An experience as PDF is preferable.
- iv. Age not below 35 years.

General instructions to the candidates

- i. Candidates applying for more than one post will have to apply in separate **Application Form** meant for the purpose.
- ii. Abbreviations used UR – Un-Reserved
- iii. Application fees :Rs. 5000/- for the posts in Pay Level : 14, (Rs. 2500 for SC/ST/ OBC-A / OBC-B / PH Candidates), Rs. 3000/- for the posts in Pay Level 12 (Rs. 750 for SC/ST/ OBC-A / OBC-B / PH Candidates), Rs. 1200/- for the posts in Pay Level 10 (Rs. 600 for SC/ST/ OBC-A / OBC-B / PH Candidates). Fees may be submitted through online mode only.
- iv. Persons employed in Government / Semi-Government / Quasi-Government / Autonomous bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel may submit a 'no objection certificate' from the present employer at the time of the interview. However, they should also submit an undertaking to that effect along with the application form. No direct application from such candidates will be entertained.
- v. For reservation of OBC, SC, ST the certificates issued by the competent authority within the state of West Bengal shall only be considered valid. Such certificates issued by other states shall not be considered for the purpose of reservation. However such candidates may apply as unreserved candidates.
- vi. Proof of belonging to SC or ST or OBC or Persons with Disability must be uploaded along with the filled - in Application Form and no claim in this regard will be entertained afterwards.
- vii. Age will be calculated as on date of advertisement.
- viii. Incomplete applications, applications without self-attested copies of certificates, applications without the requisite fees, or applications received after the due date are liable to be rejected.

- ix. The University shall not entertain any application after the last date.
- x. The University shall reserve the right to cancel the process of recruitment to any category of the above mentioned post(s) without showing any reason whatsoever.
- xi. The University reserves the right of rejecting any or all the applications without assigning any reason thereof.
- xii. Mere eligibility will not vest any right on any candidate for being called for interview / in any other form of selection process. Only the short listed candidates will be called for interview. The decision of the University in all matters will be final.
- xiii. No informal correspondence from the candidates will be entertained in connection with the process of selection. Canvassing in any form will entail disqualification of Candidature.
- xiv. Supporting documents showing the details of past service in U.G.C. scale must be provided.
- xv. Application fee once paid shall not be refunded under any circumstances.
- xvi. A relaxation of 5% in the marks may be provided for the candidates belonging to SC / ST / Differently – abled (Physically as well as visually) categories.

**Registrar (Offg.)
University of North Bengal**