

**THE UNIVERSITY OF BURDWAN**  
**RAJBATI : BURDWAN**  
**WEST BENGAL**

**Advertisement No. : 09/2013-2014**

**Dated, October 14, 2014**

Applications are invited from Indian citizens for filling up the following posts on temporary basis in prescribed form to be downloaded from the university website **www.buruniv.ac.in** from 15/10/2014 to 05/11/2014. Completed application in prescribed form along with photo-copies of all credentials has to be submitted in the office of the Registrar from 22/10/2014 to 10/11/2014 up to 4 p.m. (through proper channel in case of already employed candidates). No TA/DA is admissible for attending tests/examinations and interview, if called for. It should be noted that possession of minimum eligibility shall not confer any right to be called for tests/examinations and interview. The posts will be filled up by observing the reservation of quota as per rules. Incomplete applications are likely to be rejected.

Downloaded form shall accompany a crossed demand draft drawn in favour of the Finance Officer, the University of Burdwan of requisite price as mentioned below:

General category	..	Rs. 250/-
OBC category	..	Rs. 150/-
SC, ST & PWD category	..	Rs. 100/-

Last date of submission of completed application form is 10/11/2014

- (1) **Office Assistant : (Pay Band – Rs. 7,200/- to 25,400/- with GP – Rs. 3300/-)**  
[17 Posts – (\*SC – 03, \*UR – 08, UR-PWD – 01, \*OBC (A) – 02, OBC (B) – 01, ST – 01, SC-(EX-SER-GR-C) – 01)]

Qualification: Higher Secondary (10+2) or equivalent with Computer Degree/Diploma/Certificate of at least six months' duration having knowledge of O.S., Word, Excel etc. from a Government or Government recognized Institution. Selected candidates will be required to do typing jobs in Computer also.

Desirable: Graduate

- (2) **Laboratory-cum- General Duty Attendant Gr. III :**  
**(Pay Band – Rs. 5,400/- to 18,600/- with GP – Rs. 1800/-)**  
[ 25 Posts (\*SC – 05, SC-(Ex-SER-GR-D) – 01, \*UR – 10, UR-PWD – 01, UR-(EX-SER-GR-D) – 02, \*OBC-(A) – 02, \*OBC-(B) – 02, ST – 02)]

Qualification: Passed Class VIII

Desirable: Madhyamik or equivalent passed

- (3) **General Duty Attendant (GDA) :**  
**(Pay Band – Rs. 5,400/- to 18,600/- with GP – Rs. 1800/-)**  
 [ 30 Posts (\*SC – 06, SC-(Ex-Ser-Gr-D) – 01, \*UR – 12, UR-PWD – 01, UR-(Ex-Ser-Gr-D) – 02, \*OBC-(A) – 03, \*OBC-(B) – 03, ST – 02)]:
- Qualification : Passed Class VIII
- Desirable : Madhyamik or equivalent passed
- (4) **Assistant Caretaker :** **(Pay Band – Rs. 7,200/- to 25,400/- with GP – Rs. 3900/-)**  
 [01 post – (SC - 01)]
- Qualification : Higher Secondary or equivalent plus good physique and two years experience in security, watch & ward.
- (5) **Assistant Librarian Gr. II :** **(Pay Band – Rs. 9,000/- to 28,300/- with GP – Rs. 4400/-)**  
 [09 Posts – (\*SC – 02, \*UR – 04, OBC-(A) – 01, OBC-(B) – 01, ST - 01)]
- Qualification: Graduate in any Stream with degree in Library Science.
- (6) **Technical Assistant Gr. II :** **(Pay Band – Rs. 9,000/- to 28,300/- with GP – Rs. 4400/-)**  
 [20 posts (\*SC-4, \*UR-9, UR-PWD - 1, \*OBC-A- 2, \*OBC-B-2, ST-1, SC – (Ex-SER-GR-C) – 1]
- Qualification: Honours Graduate in Science/Technology subjects like Botany, Chemistry Mathematics, Physics, Zoology, Statistics, Geography, Computer Science, Electronics, Instrumentation, Bio-technology, Microbiology.
- Desirable: For USIC - two years experience in operation and maintenance of modern instruments viz. SEM, TEM, XRD, XRF, Fluorescence Microscopy, UV-VIS spectrometry etc
- (7) **Junior Stenographer :** **(Pay Band – Rs. 7,200/- to 25,400/- with GP – Rs. 4100/-)**  
 [11 Posts – (\*SC - 02, \*UR - 05, OBC-(A) - 01, OBC-(B) - 01, ST - 01, SC(Ex-Ser-Gr-C) -01 ]
- Qualification: Graduate with the speed of 80 and 40 words per minute in Stenography and Typing in Computer respectively, also proficiency in English Composition and Spoken English
- (8) **Field Assistant :** **(Pay Band – Rs. 5,400/- to 18,600/- with GP – Rs. 2900/-)**  
 [04 Posts – (SC – 01, \*UR – 02, ST – 01)]
- Qualification: Madhyamik or equivalent and two years' experience in maintenance of play ground

- (9) **Steward : (Pay Band – Rs. 7,200/- to 25,400/- with GP – Rs. 3300/-)**  
[06 Posts – (SC – 01, \*UR – 03, OBC-(A) – 01, ST – 01)]

Qualification: Higher Secondary (10+2) or equivalent with Computer Degree/Diploma/Certificate of at least six months' duration having knowledge of O.S., Word, Excel etc. from a Government or Government recognized Institution.

Desirable: Experience in Hostel Management.

- (10) **Hostel Attendant (for Female Candidates only):**  
**(Pay Band – Rs. 5,400/- to 18,600/- with GP – Rs. 2100/-)**  
[02 Posts – (SC – 01, UR – 01)]

Qualification: Passed Class VIII

Desirable: Madhyamik or equivalent passed

- (11) **Work Assistant : (Pay Band – Rs. 7,200/- to 25,400/- with GP – Rs. 3300/-)**  
[03 Posts – (SC – 01, \*UR – 02)]

Qualification: Higher Secondary with certificate in Trade Course recognized by the Government of West Bengal

Desirable: Graduate

- (12) **Assistant Curator : (Pay Band – Rs. 9,000/- to 28,300/- with GP – Rs. 4800/-)**  
[01 Post – (UR – 01)]

Qualification: M.A. in Ancient Indian History & Culture with fine arts etc. and experience in works of Museum and knowledge of documentation & preservation

Desirable: Diploma in Museology or training in National Museum, New Delhi or at least three years' experience of working in a Museum.

- (13) **Computer Operator : (Pay Band – Rs. 9,000/- to 28,300/- with GP – Rs. 4400/-)**  
[01 Post – (SC – 01)]

Qualification: B.Sc. Honours in Computer Science or equivalent.

Desirable: One year's experience in Computer operation and programming.

- (14) **Hostel / Mess Employee : (Pay Band – Rs. 5,400/- to 18,600/- with GP – Rs. 1800/-)**  
[10 Posts – (\*SC – 02, \*UR – 04, OBC (A) – 01, OBC (B) – 01, ST – 01, UR-(EX-Ser-Gr-D) - 01)]

Qualification: Passed Class VIII.

Desirable: Two years' experience in catering service/cooking in hostel

- (15) **Sub Assistant Engineer Gr. III (Civil) :**  
**(Pay Band – Rs. 9,000/- to 28,300/- with GP – Rs. 4400/-)**  
[01 Post – (SC – 01)]

Qualification: Higher Secondary / Madhyamik with Diploma in Civil Engineering plus four years' experience in the related field

Desirable: Experience in preparation of estimates & drawings, maintenance of buildings, water supply, sanitary installation.

- (16) **Groundsman : (Pay Band – Rs. 5,400/- to 18,600/- with GP – Rs. 1800/-)**  
[01 Post – (UR – 01)]

Qualification: Passed Class VIII

Desirable: Madhyamik or equivalent

- (17) **Storekeeper : (Pay Band – Rs. 7,200/- to 25,400/- with GP – Rs. 4100/-)**  
[01 Post – (SC – 01)]

Qualification: Honours Graduate plus 2 years' experience in handling store

- (18) **Cleaner (Vehicle)-cum-Attendant :**  
**(Pay Band – Rs. 5,400/- to 18,600/- with GP – Rs. 1800/-)**  
[01 Post – (SC – 01)]

Qualification: Passed Class VIII

Desirable: Madhyamik or equivalent

- (19) **Helper Night Trip Operator : (Pay Band – Rs. 5,400/- to 18,600/- with GP – Rs. 1800/-)**  
[01 Post – (UR – 01)]

Qualification: Passed Class VIII plus ITI Electrical Trade works / workman's permit issued by licensing Board, Government of West Bengal.

**(20) Machine / Instrument Operator :**

**(Pay Band – Rs. 5,400/- to 18,600/- with GP – Rs. 2600/-)**

[05 Posts – (SC – 01, \*UR – 02, UR-(Ex-Ser-Gr-D) – 01, ST - 01)]

Qualification: Passed Class VIII plus two years' experience in operating and maintenance of Photocopier Machine

Desirable: Madhyamik or equivalent

**(21) L.T. Wireman-cum-Electrician :**

**(Pay Band – Rs. 7,200/- to 25,400/- with GP – Rs. 3300/-)**

[01 Post – (UR – 01)]

Qualification: Passed Madhyamik or equivalent examination, in addition applicants should have part – (i) (b), (ii), (iii), (iv), (v), (vi) (a), (vi) (b) Electrical workman's permit issued by Licencing Board, Govt. of West Bengal. Applicants having working experience of at least two years in the relevant field will get preference.

**(22) Workshop Mate (for Physics Department) :**

**(Pay Band – Rs. 5,400/- to 18,600/- with GP – Rs. 2100/-)**

[02 Posts – (SC – 01, UR – 01)]

Qualification: Passed VIII plus practical experience in a mechanical workshop.

Desirable: 5 years experience in a mechanical workshop. Preference will be given to the candidate who has exceptional records of practical work in reputed organization.

**(23) Junior Mechanic (for Physics Department):**

**(Pay Band – Rs. 7,200/- to 25,400/- with GP – Rs. 3900/-)**

[01 Post – (UR – 01)]

Qualification: Graduate or H.S. plus Diploma in Mechanical Engineering

Desirable: Two years experience in Mechanical Workshop.

**(24) Helper Gymnasium: (Pay Band – Rs. 5,400/- to 18,600/- with GP – Rs. 1800/-)**

[01 Post – (UR – 01)]

Qualification: Passed Class VIII

Desirable: Madhyamik or equivalent

**(25) Head Wireman-cum-Electrician:**  
**(Pay Band – Rs. 7,200/- to 25,400/- with GP – Rs. 3300/-)**  
[01 Post – (UR – 01)]

Qualification: Passed Madhyamik or equivalent examination, in addition applicants should have part – (i) (b), (ii), (iii), (iv), (v), (vi) (a), (vi) (b) Electrical workman's permit issued by Licencing Board, Govt. of West Bengal. Applicants having working experience of at least two years in the relevant field will get preference.

**(26) Junior Catering Assistant : (Pay Band – Rs. 5,400/- to 18,600/- with GP – Rs. 2100/-)**  
[03 Posts – (SC – 1, \*UR – 2)]

Qualification: Passed Class VIII plus minimum one year experience in catering service

Desirable: Madhyamik or equivalent

**(27) Technical Assistant Grade-A (for USIC):**  
**(Pay Band – Rs. 7,200/- to 25,400/- with GP – Rs. 3300/-)**  
[Posts – 02 (SC – 01, UR – 01)]

Qualification: Madhyamik plus Certificate Course from ITI (Mechanical/Electrical) or three years' technical experience in handling mechanical/electrical instruments in teaching/research laboratory

**Age :-** Not above 40 years as on 10/11/2014, relaxation of age for reserved categories will be applicable as per Government of West Bengal rules.

**N.B. –** (1) Must submit a self-addressed envelope (9" x 4") along with the application form. Candidates who want to apply for more than one post must apply in separate application form against each post.

(2) \* Includes exempted category

**(Dr. S. Mukhopadhyay)**  
**Registrar (Addl. Charge)**

# THE UNIVERSITY OF BURDWAN



## APPLICATION FORM FOR NON-TEACHING POST (To be filled in by the candidate in his/her own handwriting)

**Affix self  
attested recent  
passport size  
photograph**

**To  
The Registrar  
The University of Burdwan  
Rajbati, Burdwan  
Pin: 713104**

*Sub : Application for the post of .....*

*Ref : Adv./Notification No .....dated.....*

Sir,

With reference to your above Notification /Advertisement, I beg to apply for the post of.....  
.....the particulars as regards my candidature for the post are given below:

1. Name in full (in block letters) :
2. (a) Present address :
- (b) Permanent address :
- (c) Phone/Mobile No. :
- (d) e-mail (if any) :
3. Father's Name :
4. Mother's Name :
5. Husband's Name :  
(in case of married women only)
6. Date of Birth(in Christian era) :
7. Age on the date of application :
8. Academic attainments :

Examination Passed	University/Board	Division/Class	Year of passing	% of Marks
Madhyamik or its equivalent				
IA/I.Sc./UE/PU/HS				
BA/B.Sc/B.Com or its equivalent.				
M.A./M.Sc./M.Com. or its equivalent				
Others, if any				

[Statement under serial no. 8 be attested by Gazetted Officer/  
University Officer/Head Master/Principal with Official Seal]

**ATTESTED**

9. Whether **SC/ST/OBC/Physically Handicapped** :  
[if yes furnish necessary document(s)]
10. Nationality :
11. Employment Exchange Registration No. :  
with date, if any
12. Experience, if any :
13. Crossed Demand Draft of Rs.....bearing No.....& date.....
14. Present employment, if any :
15. Any other information, if any :

I solemnly declare that the particulars furnished above are true to the best of my knowledge and belief. If any information is found to be false/incorrect at any stage, my application shall be liable to be rejected.

Date:

Yours faithfully,

Place:

(Signature of the candidate in full)

**Enclosure :**

- .....
- N.B.** :
1. Incomplete applications are likely to be rejected.
  2. Application and Attested copies of testimonials [two sets] in support of Age, Caste (for S.C./S.T.), Physically handicapped Certificate, if any, are to be enclosed.
  3. No column/item be kept blank, please put 'X' mark or write 'Nil' against the column(s) which is/are not applicable.
  4. Date of written test, venue and roll no. will be published through the University website.
  5. The self attested Admit Card (candidate's copy and the institution copy) should be submitted along with the application form.



THE UNIVERSITY OF BURDWAN



**ADMIT CARD**  
**(FOR WRITTEN TEST)**  
(To be filled in by the candidate)

**(Institution copy)**

**Affix self  
attested recent  
passport size  
photograph**

Name of the candidate\_\_\_\_\_

Post applied for\_\_\_\_\_ Category\_\_\_\_\_

Roll No.\_\_\_\_\_ (for office use only)

Venue \_\_\_\_\_ ( for office use only)

*Signature of the candidate in full*

.....

THE UNIVERSITY OF BURDWAN



**ADMIT CARD**  
**(FOR WRITTEN TEST)**  
**(Candidate's copy)**  
(To be filled in by the candidate)

**Affix self  
attested recent  
passport size  
photograph**

Name of the candidate\_\_\_\_\_

Post applied for\_\_\_\_\_ Category\_\_\_\_\_

Roll No.\_\_\_\_\_ (for office use only)

Venue \_\_\_\_\_ ( for office use only)

*Signature of the candidate in full*