

UTTAR BANGA KRISHI VISWA VIDYALAYA
P.O. Pundibari, Cooch Behar
West Bengal-736165
Notification No. UBKV/Rect./05/2015

Applications in prescribed forms are invited from the Indian Nationals for filling up the following posts in the prescribed Pay Band with admissible Allowances and Benefits as per University norms.

Category of posts: Officers

Sl. No.	Name of the posts	No. of post	Pay Band	Grade pay	Age (as on 01.01.2015)
1.	Registrar	1 (UR)	Rs.37,400/- - 67,000/-	Rs.10,000/-	Below 55 years
2.	Director of Research	1(UR)	Rs.37,400/- - 67,000/-	Rs.10,000/-	Below 55 years
3.	Director of Extension Education	1(UR)	Rs.37,400/- - 67,000/-	Rs.10,000/-	Below 55 years
4.	Director of Farms	1(UR)	Rs.37,400/- - 67,000/-	Rs.10,000/-	Below 55 years
5.	Dean Students' Welfare	1(UR)	Rs.37,400/- - 67,000/-	Rs.10,000/-	Below 55 years
6.	Librarian	1(UR)	Rs.37,400/- - 67,000/-	Rs.10,000/-	Below 55 years
7.	University Engineer	1(UR)	Rs. 15,600/- - 39,100/-	Rs. 8,000/-	Not less than 35 years
8.	Assistant Comptroller	1 (UR)	Rs. 15,600/- - 39,100/-	Rs. 6,000/-	Not less than 30 years

Category of posts: Non-teaching

Sl. No.	Name of the Post	No. of Vacancy	Qualification	Pay Band + Grade Pay (Rs.)
1.	Junior Library Assistant	2 (SC-1, UR-1)	E.Q.: Passed H.S. or equivalent examination, with Diploma in Library Science. D.Q.: Knowledge in computer operation/ at least 6 months duration certificate course in computer from any recognized institute with knowledge of Library based software.	9000-28300 +4400
2.	Junior Assistant*	1 (SC)	E.Q.- Passed H.S. or equivalent examination, with English typing speed @ 30 w.p.m. D.Q.:- Knowledge in computer operation/ at least 6 months duration certificate course in computer from any recognized institute.	7200-25400 +3300
3.	Junior Library Attendant	1 (UR)	E.Q.: Class VIII passed. D.Q.: Working experience in a library.	5400-18600+1800
4.	Beldar**	2 (SC-1, UR-1)	E.Q.: Class VIII passed. D.Q.: Working experience in fields.	5400-18600+1800

Sl. No.	Name of the Post	No. of Vacancy	Qualification	Pay Band + Grade Pay (Rs.)
5.	Watch Man**	2 (SC-1, UR-1)	E.Q.: Passed class VIII with good physical built. NVF or military trained persons will get preference.	5400-18600+1800

* Post is purely temporary under All India Network Project on Jute and Allied Fibres

**Posts are purely temporary under ICAR sponsored AICRP on Medicinal, Aromatic Plants and Betel vine Project (Kalimpong).

Age: Maximum age limit 40 years for general category; 43 years for OBC-A & B and 45 years for SC/ST/PWD as on 01.01.2015 (Certificate of SC/ST/OBC and PWD should be issued by the competent authority; At least 40% disability certificate is needed for PWD candidates).

Qualifications for different posts of Officers

Sl. No.	Name of the Post	Qualifications for the posts
1)	Registrar	<p>Essential qualification (E.Q.): (i) Uniformly good academic record with at least Master's Degree or equivalent, (ii) At least 10 years' service experience in a University or in an institute of higher learning of which five years must be in high level administration in a University or in an institute of Post-graduate studies.</p> <p>Desirable Qualification (D.Q.): (i) A Doctoral Degree with high level administrative experience in a Government or Quasi-Government Organization or a good background in administration and management in senior position. Provided that in absence of suitable candidates having requisite administrative experience if the candidate has been either a Professor/Principal for at least two years or a Reader for at least five years, the essential qualification pertaining to administrative experience for the post may be relaxed and for candidate having requisite administrative experience, the essential qualifications may be relaxed on the recommendation of the selection committee but the candidates must have at least the academic qualification as required for teachers of colleges. Provided that a higher initial pay may be granted as per qualification, experience and present emoluments.</p>
2)	Director of Research	<p>a. Essential Qualifications: (i) Consistently good academic record with a 1st or high 2nd class Master's Degree in Agriculture or Horticulture or recognized equivalent qualifications, (ii) A Ph. D degree in Agricultural Sciences or any of the Sciences basic to Agriculture, (iii) 10 years'</p>

Sl. No.	Name of the Post	Qualifications for the posts
		<p>experience of research in any branch of Agriculture/Horticulture as evidenced by publications in Standard Journals, (iv) Evidence of ability to plan, organize, guide and administer research activity, (v) At least 5 years' experience as chief of any research organization/multidisciplinary research project or as the Head of the Department in any institute (National/ State/ University level) where research forms one of the major activities. However, this experience may be waived in case of exceptionally qualified candidates having made scholastic contributions in the field of agricultural research as evidenced by published documents.</p> <p>b. Desirable Qualifications: (i) Experience of teaching, (ii) Experience in extension work in Agriculture and Allied Sciences, (iii) Experience in academic administration.</p>
3)	Director of Extension Education	<p>a. Essential Qualification: (i) Consistently good academic record with a 1st or high 2nd class Master's degree in Agricultural or Allied Science, (ii) A Doctoral Degree in relevant subject, (iii) 10 years' experience in planning of extension education activities in the broad field of agriculture, organizing projects for adoption of agricultural technology with good leadership ability and understanding of the problem of the farmers, (iv) At least 5 years' experience as chief of an organization/technology transfer unit /Head of the Department of an Institute where technology transfer programme forms a major activity. Preference will be given to a candidates having Doctoral Degree in Extension Education. However, this experience may be waived in case of exceptionally qualified candidates having made scholastic contributions in the field of agricultural research as evidenced by published documents.</p> <p>b. Desirable: (i) Experience of teaching, (ii) Experience of research in Agriculture or Allied sciences, (iii) Experience in academic administration.</p>
4)	Director of Farms	<p>a. Essential Qualification: (i) Uniformly good academic record with a Master's Degree in Agronomy or recognized equivalent qualifications 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 the management of farms in a senior administrative position, (iii) Knowledge of Agricultural conditions in the country, preferably in the State of West Bengal.</p> <p>b. Desirable: (i) A Doctorate degree or equivalent publications of merit in Agriculture or Allied subjects, (ii) Proven capacity of leadership in organization and management of large size State or University farms.</p>

Sl. No.	Name of the Post	Qualifications for the posts
5)	Dean of Students' Welfare	<p>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' 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.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishments and other institutions of higher learning.</p> <p style="text-align: center;">OR</p> <p>15 (Fifteen) years' administrative experience, of which 8 years shall be as Deputy Registrar or equivalent post.</p> <p>(iii) Age not less than 40 years. Relaxable in the case of exceptionally qualified candidate.</p> <p>b. Desirable Qualification: (i) A Doctoral degree with high level administrative experience in a Govt. or quasi-Govt. organization with a good background in Social service or sports, games and other extracurricular activities of outstanding nature or management in senior position. (ii) Expertise in Behavioural Science will get preference</p>
6)	Librarian	<p>Essential Qualification (E.Q): (i) Uniformly good academic record with a Master's Degree in Library Science, (ii) At least ten years' experience of working in administration/management position in a Library of a University or of any comparable reputed institute, (iii) Knowledge in modern automation system in Library.</p> <p>Desirable Qualifications: (D.Q.) : (i) A Doctoral Degree or Published Research Work of similar merit, (ii) knowledge of at least one foreign language other than English.</p>
7)	University Engineer	<p>a. Essential Qualification: (i) Uniformly good academic record with a Degree in Engineering (Civil) 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 managing the execution of building projects covering all aspects of construction (Civil, Water Supply & Plumbing, Electrical Works, HVAC and Site Development), (iii) Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.</p> <p>b. Desirable qualification: (i) Experience in planning, architecture, urban designing, management, supervision/construction of multistoried buildings, lecture theatres, laboratories, auditoria, residential quarters, roads,</p>

Sl. No.	Name of the Post	Qualifications for the posts
		water supply, sanitary installations etc. (ii) Post Graduate degree in Civil Engineering and/or membership of professional bodies such as the Institution of Engineers, Institution of Planners, Project Management Association, Indian Buildings Congress etc.
8)	Assistant Comptroller	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) 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. Desirable Qualification: (i) A degree in Chattered Accountancy or Cost Accountancy or Business Management. (ii) Experience in audit-accounts service of Central/State Government Units/Govt. undertaking/University.

N.B.: A relaxation of 5% marks may be provided at the Graduate and Master's level for the SC/ST categories.

All officer posts except those at Sl. Nos. 2-4 are permanent. The posts at Sl. Nos. 2-4 are tenural for a period of 4 years which is extendable for another term of 4 years.

Advance increments up to five in number may be allowed for exceptionally qualified and/or experienced candidates. The University has a provision of Career Advancement Scheme for its Officers and non-teaching staff as are approved by the State Govt. from time to time.

The University reserves the right not to fill up any post and to alter or modify any condition at any stage without adducing any reason thereof. Employed persons should apply through proper channel. No T.A./D.A. shall be admissible for appearing in the interview (or aptitude test as the case may be). On the basis of records/ testimonials, selection for officer posts may be done in absentia in case of candidates, if the candidate is abroad and unable to appear before the Selection Committee and formal approach is made to the University in that regard.

How to Apply?

For Officer Posts:

Interested candidates are required to apply in the prescribed form obtainable in the university website on payment of Rs. 400/- for the posts at Sl. Nos. 1-6, Rs. 300/- for the posts at Sl. Nos. 7 and Rs. 200/- for the Sl. No. 8 as non-refundable application fee in the form of Demand Draft from any nationalised bank drawn in favour of "**UTTAR BANGA KRISHI VISWAVIDYALAYA**" payable at **Cooch Behar, West Bengal**. SC/ST candidates are to pay 50% of the above stated application fee. However, no application form without accompanying the demand draft of requisite non-refundable application fee will be considered.

For Non-teaching posts:

Interested candidates are required to apply online through the prescribed form provided in the University website on payment of Rs. 150/- (50% for SC/ST) as non-refundable application fee for each category of posts.

Mode of Payment: Only through RTGS/ NEFT from any nationalized bank, payment of fee is to be made in favour of 'Uttar Banga Krishi Viswavidyalaya' in Account No. 2250699960, Central Bank of India, Pundibari Branch (Branch Code 1091; IFSC No. CBIN0281091).

The computer generated receipt copy of application form accompanied with RTGS/NEFT Bank Challan is to be submitted to the office of the Registrar. No application form without accompanying the RTGS/NEFT Bank Challan will be considered. Application forms other than the prescribed one shall not be considered in any manner.

Candidates who have applied earlier in response to our advertisement for the posts of Director of Research, Director of Extension Education, Director of Farms, Dean of Students' Welfare and University Engineer need not apply further; however, they may upgrade their qualification and experience, if any.

The filled-in application form/ computer generated copy of application form (super scribed as "Application Form for the post of, Category....." with full address of the candidate at the left side of the envelope) shall have to reach the office of the Registrar (Recruitment Section), Uttar Banga Krishi Viswavidyalaya, P.O. Pundibari, Dist. Cooch Behar, Pin-736165, West Bengal within 07.08.2015. Mere possession of the essential qualification shall not make an applicant entitled to be called for interview. Land losers of UBKV, Pundibari Campus/ persons having working experience at the University will get weightage. Age may be relaxed for exceptionally qualified /experienced candidates. Application incomplete in any respect will be rejected without adducing any reason thereof.

NB: Applicant possessing higher degree(s)/qualifications but concealed in the application shall have no right for recording his/her enhanced qualification for any promotional posts in the University in future.

Date: 08. 07. 2015

Sd/-
Registrar (Actg.)