



UNIVERSITY OF CALCUTTA

Senate House, 87/1, College Street, Kolkata- 700 073

No. Est./568/39A

Dated : 01-12-2016

Applications are invited for filling up the following posts of Officers in the Scale of Pay as stated below plus admissible allowances.

Sl. No.	Post	No of posts	Reservation Status	Pay Band Scale (as per G.O. No. 141-Edn(U)/1U-91-08/11 dt. 28-02-11)	Essential Qualification (as per G.O. No. 141-Edn(U)/1U-91-08/11 dt. 28-02-11)	Desirable (as per G.O. No. 141-Edn(U)/1U-91-08/11 dt. 28-02-11)	Age (as per G.O. No. 141-Edn(U)/1U-91-08/11 dt. 28-02-11)
1.	Deputy Controller of Examinations	02	SC-1 ST-1	Rs. 15,600-39100/- (PB-3) with Grade Pay of Rs. 8000/-	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	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. iii. For Deputy Controller of Examinations it is essential to have experience of at least 3 years in conducting of examinations in either undergraduate teaching institution or equivalent.	Not below 35 years on 01-12-2016 Relaxable in case of exceptionally qualified candidates.

					10 (ten) years' administrative experience, of which 5 years shall be as Assistant Registrar or equivalent post.		
2.	Deputy Registrar (BCW)	01	SC	Rs. 15,600-39100/- (PB-3) with Grade Pay of Rs. 8000/-	<p>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.</p> <p>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.</p> <p>OR</p> <p>Comparable experience in research establishments and other institutions of higher learning.</p> <p>OR</p> <p>10 (ten) years' administrative experience, of which 5 years shall be as Assistant Registrar or equivalent post.</p>	<p>i. A Doctorate Degree or published papers of high standard.</p> <p>OR</p> <p>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.</p>	Not below 35 years on 01-12-2016 Relaxable in case of exceptionally qualified candidates.
3.	Secretary, FC for PG Studies in Arts & Commerce	01	SC	Rs. 15,600-39100/- (PB-3) with Grade Pay of Rs. 8000/-	<p>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.</p> <p>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</p>	<p>i. A Doctorate Degree or published papers of high standard.</p> <p>OR</p> <p>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.</p>	Age not less than 35 years on 01-12-2016 Relaxable in case of exceptionally qualified candidates.

					<p>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.</p> <p>OR</p> <p>Comparable experience in research establishments and other institutions of higher learning.</p> <p>OR</p> <p>10 (ten) years' administrative experience, of which 5 years shall be as Assistant Registrar or equivalent post.</p>		
4.	Secretary, Council for Under Graduate studies	01	ST	Rs. 15,600-39100/- (PB-3) with Grade Pay of Rs. 8000/-	<p>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.</p> <p>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.</p> <p>OR</p> <p>Comparable experience in research establishments and other institutions of higher learning.</p> <p>OR</p> <p>10 (ten) years' administrative experience, of which 5 years shall be as Assistant Registrar or equivalent post.</p>	<p>i. A Doctorate Degree or published papers of high standard.</p> <p>OR</p> <p>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.</p>	Not below 35 years on 01-12-2016Relaxable in case of exceptionally qualified candidates.

5.	Sports Officer	01	Unreserved	Rs. 15,600-39100/- (PB-3) with Grade Pay of Rs. 6000/-	<ul style="list-style-type: none"> i. Constantly good academic records followed by Master Degree in Physical Education or a Master Degree with a diploma or degree in Physical Education. ii. A minimum of 5 years' experience in organising and conducting physical education or sports activities in a College/ Institute of Higher Learning. Preference will be given to candidate having Diploma /Degree from the National Institute of Sports. Requirement of Master degree may be waived in case of graduate candidates with good academic record or at least 10 years experience of recognition in allied fields. 	<ul style="list-style-type: none"> i. Expertise in sports, games and sports administration recognised by the All India Sports Council. 	Not mentioned in the G.O. No. 141-Edn(U)/1U-91-08/11 dt. 28-02-11)
6.	Assistant Controller of Examinations	01	SC	Rs. 15,600-39100/- (PB-3) with Grade Pay of Rs. 6000/-	<ul style="list-style-type: none"> 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. 	A degree in Business Management or Law or Statistics or Planning.	Not below 30 years on 01-12-2016 Relaxable in case of exceptionally qualified candidates.

Candidates already in employment should apply through proper channel.

Applications (7 copies with signed synopsis 7 copies) in prescribed form obtainable from the University Sales Counter at College Street Campus, Kolkata - 700 073 (on University working days from 10.30 a.m. to 3 p.m.) on payment of Rs. 200/- in cash (for unreserved candidates) and Rs. 80/- for OBC-'A' & OBC-'B' and persons with disabilities candidates (subject to submission of relevant documents issued by the Competent Authority under the Govt. of West Bengal). No fees shall be charged for SC and ST candidates (subject to submission of appropriate caste certificate issued by the Competent Authority under Govt. of West Bengal). Caste certificates issued by the authorities of other state shall not be acceptable in the state of West Bengal. And, candidates belonging to OBC-A & OBC-B categories must submit a re-validated certificate (non-creamy layer) issued by the competent authority as prescribed under the Act for confirmation of their non-creamy layer status. Completely filled in applications must reach the office of the undersigned not later than 30 working days from the date of publishing the advertisement (by 5.00 p.m.).

The **Envelope containing Application should bear the Advertisement No. and the name of the Post.**

The applicant **must state Email address and Mobile Number on the top of the first page of the application** to enable the University to contact them at short notice.

Applications in the prescribed proforma may also be downloaded from the University Website at “**www.caluniv.ac.in**” and such applications (7 copies with signed synopsis 7 copies) duly filled in and attached with a Bank Demand Draft of Rs 200/- (for unreserved candidates) and Rs 80/- for OBC-‘A’ & OBC-‘B’ and persons with disabilities candidates (subject to submission of relevant documents issued by the Competent Authority under Govt. of West Bengal) drawn in favour of the ‘**University of Calcutta**’ must reach the office of the undersigned not later than 30 working days from the date of publishing the advertisement (by 5.00 p.m.). Caste certificates issued by the authorities of other state shall not be acceptable in the state of West Bengal. And, candidates belonging to OBC-A & OBC-B categories must submit a re-validated certificate (non-creamy layer) issued by the competent authority as prescribed under the Act for confirmation of their non-creamy layer status.

No fees for SC and ST candidates (subject to submission of relevant documents issued by the Competent Authority under Govt. of West Bengal).

Registrar (Acting)