



# WEST BENGAL UNIVERSITY OF TECHNOLOGY

BF – 142, SECTOR – I, SALT LAKE CITY, KOLKATA – 700 064

[www.wbut.ac.in](http://www.wbut.ac.in)

Name of the Post : **ASSISTANT CONTROLLER OF EXAMINATIONS**

Pay Band : Rs. 15,600 – 39,100/- with Grade Pay Rs. 6,000/-

- 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 10 years experience in Supervisory Capacity in a University or a Research Institute or a Government / Quasi Government organisation.
  - iii) At least 5 (five) years administrative experience.
  - iv) Age not below 30 years. Relaxable in case of exceptionally qualified candidate.

- Desirable Qualification :
- i) A degree in Business Management or Law or Statistics or Planning.
  - ii) Knowledge of Computer is essential.



# WEST BENGAL UNIVERSITY OF TECHNOLOGY

BF – 142, SECTOR – I, SALT LAKE CITY, KOLKATA – 700 064

[www.wbut.ac.in](http://www.wbut.ac.in)

## Important Note for appointment of Assistant Controller of Examinations

- The application should be submitted together with TWO COPIES of recent passport size photographs, addressed to : **The Registrar (Selection Committee), West Bengal University of Technology, BF – 142, Sector – I, Salt Lake City, Kolkata – 700 064.**
- Applications must reach the office of the Registrar within 3<sup>rd</sup> september 2013 along with a **Demand Draft of Rs. 500/- in favour of West Bengal University of Technology, payable at any nationalized Bank at Kolkata** (SC / ST candidates shall pay only 25% of normal application fee).
- The University reserves the right to determine the number of candidates to be called for interview.
- Envelope shall be marked “**Application for the post of Assistant Controller of Examinations**”.
- Applications received after last date shall not be considered.
- Attested xerox copies of all relevant documents shall be submitted.
- Persons already employed in Government / Public Sector organisations shall apply through proper channel. They may send **Advance Copy** of the University and furnish **No Objection Certificate** from their employers at the time of interview / interaction.
- Selection may not be restricted to the applicants only.
- Relevant information may be enclosed as **Annexure** if more space is required.



# WEST BENGAL UNIVERSITY OF TECHNOLOGY

BF – 142, SECTOR – I, SALT LAKE CITY, KOLKATA – 700 064

[www.wbut.ac.in](http://www.wbut.ac.in)

Whether applying through proper channel :  
Advance Copy :  
(Please tick whichever applicable)

## Application Form for ASSISTANT CONTROLLER OF EXAMINATIONS

To  
**The Registrar (Selection Committee),**  
**West Bengal University of Technology,**  
BF – 142, Sector – I, Salt Lake City,  
Kolkata – 700 064



Attested photo with  
full signature

**Sir,**

In response to your advertise No. .... dt. ....  
appearing in ..... I wish to apply  
for the post of ..... All relevant  
particulars are given below,

Date .....

Signature of Candidate in full

(Space for office use only)

(Candidate must not write above this line)

1	Name in full (in capital letters)	(Surname)	(Middle Name)	(First Name)
2	Name of the Father / Mother			



# WEST BENGAL UNIVERSITY OF TECHNOLOGY

BF – 142, SECTOR – I, SALT LAKE CITY, KOLKATA – 700 064

[www.wbut.ac.in](http://www.wbut.ac.in)

3	Date of Birth					
4(a)	Postal Address for Communication	PIN :				
4(b)	Phone No.	Office :	Resi.:			
4(e)	Mobile					
4(f)	e-mail					
5	Permanent Address	PIN :				
6	Marital Status					
7(a)	Mother Tongue					
7(b)	Languages known					
	Read Only	Read & Write	Read, Write & Speak			
8	Caste (Please enclose the attested in case of reserved category)					
9(a)	Educational qualifications (arranged chronologically, starting from Madhyamik Pariksha/S.F./H.S. or equivalent/Graduation, Honours (if any), P.G. Degrees etc.):					
	Examination Passed	Board / University	Year of Passing	Division / Class / Grade	Percentage of marks	Specialisation / Area Subject studied
9(b)	Area(s) of specialisations (if any)					
	Major :					



# WEST BENGAL UNIVERSITY OF TECHNOLOGY

BF – 142, SECTOR – I, SALT LAKE CITY, KOLKATA – 700 064

[www.wbut.ac.in](http://www.wbut.ac.in)

<b>Minor :</b>				
<b>10</b>	<b>Details of (Teaching and Administrative) employment in chronological order :</b>			
Post held with the name & address of the Organisation / Institution	Date of Joining	Date of Leaving	Scale of Pay & pay drawn	Reasons for leaving
<b>21</b>	<b>List of publications</b> [author(s); title; where published; Vol. & Page] [in reverse order, beginning with the latest]			
	In referred Journals :	In Seminars / Symposia / Workshop :		
<b>22</b>	<b>Other professional engagements</b> (like memberships of professional bodies etc.)			



# WEST BENGAL UNIVERSITY OF TECHNOLOGY

BF – 142, SECTOR – I, SALT LAKE CITY, KOLKATA – 700 064

[www.wbut.ac.in](http://www.wbut.ac.in)

22	Name, Address, Telephone / Fax No. & e-mail address of at least three persons, preferably with activity and interest in the field, who may be contacted as referees
22	Hobbies / extra curricular attributes (if any)

Place

Date :

Signature of Candidate in full