

## **NOTIFICATION**



WEST BENGAL UNIVERSITY OF TECHNOLOGY  
BF-142, SECTOR-I, SALT LAKE, KOLKATA-700 064

Advt. No. 12.1/Regis./AR.AC.Cont./2014

Dated : 11.12.2014

Applications are invited in prescribed format for appointment to the following posts:

**(i) Controller of Examinations**

Pay Band – Rs. 37,400/- - 67,000/- with a Grade Pay of Rs. 10,000/-

**(ii) Asst. Controller of Examinations**

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

**(iii) Asst. Registrar**

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

Detailed information, qualification and Application Form may be downloaded from University Website: [www.wbut.ac.in](http://www.wbut.ac.in).

Last date of submission of Application: 24.12.2014 within 3PM.

**\*N.B. Applicants who have applied earlier for the above mentioned 3 posts need not apply again.**

REGISTRAR



WEST BENGAL UNIVERSITY OF TECHNOLOGY  
BF-142, SECTOR-I, SALT LAKE, KOLKATA-700 064

Advt. No. 12.1/Regis./AR.AC.Cont./2014

Dated : 11.12.2014

Advt. for the post of **Controller of Examinations : Pay Band – Rs. 37,400/- - 67,000/- with a Grade Pay of Rs. 10,000/-**.

**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' 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 candidate.

**b. 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 administrative and management in senior position.
- iii. Experience in conducting of examinations either in institution of higher learning or in service commissions in essential.

**c. Other Information:**

- i. No application except in prescribed Application Form will be considered.
- ii. A person working in Govt./Semi-Govt./Public Sector undertaking must apply through proper channel.

- iii. Incomplete application will not be entertained.
- iv. University Authority will not be responsible for any postal delay.
- v. No TA/DA shall be paid to the candidate for attending the interview.
- vi. Application Fees once paid shall not be refunded under any circumstances.
- vii. The University reserves the right not to fill up the post advertised if the circumstances so warrant.
- viii. The prescribed qualifications and experience will be minimum. A candidate possessing the same will not entitle him for being called for interview. The University will have the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that may deem fit.
- ix. In cases of any dispute any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Calcutta High Court.

The Application Form may be downloaded from the website of the University. The downloaded filled-in Application Form must be accompanied with a requisite fee of Rs. 500/- [Rs. 250/- for SC/ST/BC] as Bank Draft payable at Kolkata drawn in favour of the **“West Bengal University of Technology”**. The filled-in Application Form in **7 (seven) sets** with self-attested copies of all necessary documents along with two self-addressed unstamped envelope of 25 x 13 cms. size must reach the Office of the Registrar, West Bengal University of Technology, BF-142, Sector-1, Salt Lake, Kolkata-700064 on or before **24.12.2014 within 3p.m.** The Envelope containing application should bear the Advertisement No. and the name of the Post applied for.

No Telephonic queries regarding this matter will be entertained.

sd/-  
Registrar



WEST BENGAL UNIVERSITY OF TECHNOLOGY  
BF-142, SECTOR-I, SALT LAKE, KOLKATA-700 064

Advt. No. 12.1/Regis./AR.AC.Cont./2014

Dated 11.12.2014

Advt. for the post of **Assistant Registrar & Assistant Controller of Examinations** : Pay Band – Rs. 15,600/- - 39,100/- with a Grade Pay of Rs. 6,000/-).

**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 10 years experience in a supervisory capacity in a University or a Research Institute or a Government/Quasi Government organization.
- iii. At least 5 (five) years administrative experience.
- iv. Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

**b. Desirable Qualification**

- i. A degree in Business Management or Law or Statistics or Planning.
- ii. Knowledge in Computer.

**c. Other Information:**

- i. No application except in prescribed Application Form will be considered.
- ii. A person working in Govt. / Semi-Govt. / Public Sector undertaking must apply through proper channel.
- iii. Incomplete application will not be entertained.
- iv. University Authority will not be responsible for any postal delay.
- v. No TA/DA shall be paid to the candidates for attending the interview.
- vi. Application fees once paid shall not be refunded under any circumstances.
- vii. The University reserves the right not to fill up the post advertised if the circumstances so warrant.
- viii. The prescribed qualifications and experience will be minimum. A candidate possessing the same will not entitle him for being called for interview. The University will have the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that may deem fit.
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sd/-  
Registrar

# WEST BENGAL UNIVERSITY OF TECHNOLOGY



## APPLICATION FORM (for the Post of Officers)

Paste your  
Passport size  
Photograph  
here

**To  
The Registrar  
West Bengal University of Technology  
BF-142, Sector-1, Salt Lake, Kolkata-700064**

Sir,

In response to your advertisement No..... dated .....

Published in the .....(Name of Dailies) I wish to apply for the Post of .....

.....

My Candidature in your prescribed format is appended below.

Date .....

Signature of Candidate in full

1. Name in full (Block letters) .....
2. (a) Father's/Husband's name .....
- (b) Mother's Name .....
- (c) Phone/Mobile No. ....
- (d) Email: .....
3. Postal address in full  
(Communication) .....

- .....
- .....
4. Permanent address .....
- .....
5. (a) Date of Birth (in Christian era).....
- (b) Age on the date of application .....
6. Religion .....
7. Marital status .....
8. Caste (Please enclose the attested copy of caste certificate in case of reserved category)
9. Educational Qualifications (Attested copies of testimonials to be attached):

<b>Particulars</b>	<b>Madhyamik equivalent</b>	<b>H.S./Equivalent</b>	<b>Bachelor's Degree</b>	<b>Master's Degree</b>
Qualifications(Exams)				
Division/Grade or Class				
Year of Passing				
% of Marks				
Main Subjects				
Board/University				

10. Ph.D. awarded (Yes/No) .....If Yes please give details (Attested copy of certificate to be attached)

<b>Title of the Thesis</b>	<b>Name of University</b>	<b>Year of award</b>

11. Professional Qualifications .....

12. Particulars of employment in respect of technical/teaching or administrative experience in chronological order (Attested Experience certificate to be attached)

Name of the Organization served	Position held	Tenure of employment To From	Duration	Nature of Duty	Scale of Pay

Total Experience ..... ..years.

13. Other Academic activities:

I. Publication Details:

Particulars (Please give details in separate sheet as Annexure eg. Annexure I, Annexure II etc.	Total Numbers	Enclosed Annexure Number
International Journal		
National Journal		
Book Publication		
Book Chapter Publication		
National Level Seminar/ Conference/ Work shop Paper		
International Level Seminar/ Conference/ Work shop Paper		

II. Seminar/ Workshop/Symposium/Conference attended:

Particulars(Please give details in separate sheet as Annexure eg. Annexure I, Annexure II etc.)	Total Numbers	Enclosed Annexure Number
Seminar	National-..... nos International-..... nos	
Workshop	National-..... nos International-..... nos	
Symposium	National-..... nos International-..... nos	
Conference	National-..... nos International-..... nos	

III. Other Professional Engagements (like the membership of professional bodies etc.)

14. Extracurricular activities, if any

.....  
 .....  
 .....  
 .....

15. If appointed, time required  
 For joining the post

.....

16. Demand Draft bearing No..... date ..... on Kolkata  
 depositing the application fee Rs. ....



17. Names of two referees to whom the  
Candidate is known

(1).....  
.....  
(2).....  
.....  
.....

18. Documents and attested copies of certificates,  
Diploma, Degree, etc.

(1) .....  
(2) .....  
(3) .....  
(4) .....  
(5) .....  
(6) .....

19. Additional Information, if any

.....  
.....

I hereby declare that all statements made in this application are true, complete and correct to  
the best of my knowledge and belief.

Date .....

.....  
Signature in full