



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

Advt. No. 1.1/Regis./Cont./2014

Dated 14th August, 2014

Applications are invited in prescribed format for appointment to the post of **Controller of Examinations in the Pay Band Rs. 37400 – 67000/- with a Grade Pay of Rs. 10000/-**.

Detailed information, qualification and Application Form may be downloaded from University Website:

www.wbut.ac.in. Last date of submission of Application:

29th August, 2014 within 4p.m.

REGISTRAR



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

No. 1.1./Regis./Cont/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 **4p.m, 29th August, 2014**. 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.

Syed Rafikul Islam
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 capital)
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):

Particulars	Madhyamik equivalent	H.S./Equivalent	Bachelor's Degree	Master's Degree
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)

Title of the Thesis	Name of University	Year of award

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/ Workshop Paper		
International Level Seminar/ Conference/ Workshop 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