



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

Advt. No. 1.1/Regis./AR(2)/2014

Dated 30<sup>th</sup> January , 2014

**NOTIFICATION**

Applications are invited for appointment to the post of Assistant Registrar (One Post) of the West Bengal University of Technology in the Pay Band Rs. 15600 – 39100 with a Grade Pay of Rs. 6000/-.

**Essential Qualification:**

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

**Desirable Qualification:**

- A degree in Business Management or Law or Statistics or Planning.

**Other Information:**

- No application except in prescribed Application Form will be considered.
- A person working in Govt. / Semi-Govt. / Public Sector undertaking must apply through proper channel.
- Incomplete application will not be entertained.
- University Authority will not be responsible for any postal delay.
- No TA/DA shall be paid to the candidates for attending the interview.
- Application fees once paid shall not be refunded under any circumstances.
- The University reserves the right not to fill up the post advertised if the circumstances so warrant.
- 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.

- 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, [www.wbut.ac.in](http://www.wbut.ac.in). The downloaded filled-in Application Form must be accompanied with a requisite fee of Rs. 500/- [Rs. 250/- for SC/ST/OBC] 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 **10<sup>th</sup> March, 2014 (within 03.00 pm)**. The Envelope containing application n 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



Paste your Passport size  
Photograph  
here

## APPLICATION FORM (for the Post of Officers)

To  
The Registrar  
West Bengal University of Technology  
BF-142, Sector-I, 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	Nature of Duty	Scale of Pay

Total Experience ..... years.

13. Other Academic activities:

I. Publication Details:

<b>Particulars (Please give details in separate sheet as Annexure eg. Annexure I, Annexure II etc.)</b>	<b>Total Numbers</b>	<b>Enclosed Annexure Number</b>
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:

<b>Particulars(Please give details in separate sheet as Annexure eg. Annexure I, Annexure II etc.)</b>	<b>Total Numbers</b>	<b>Enclosed Annexure Number</b>
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 ..... payable at 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

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.....

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*