



# UNIVERSITY OF GOUR BANGA

Established under the West Bengal Act XXVI of 2007

[Recognized U/S 2(f) & 12(B) of the UGC Act and NAAC accredited University with 'B' Grade (2016)]

P.O.: Mokdumpur, District: Malda, West Bengal, PIN- 732 103

\* E-mail: [registrar@ugb.ac.in](mailto:registrar@ugb.ac.in) \* Phone: 03512-223664 \* URL: [www.ugb.ac.in](http://www.ugb.ac.in)

## **Advertisement for Secretary to Vice Chancellor**

**Advertisement No.:256/UGB/ R-19, Dated – March 6, 2019.**

The University of Gour Banga, Malda, invites applications from Indian Nationals for the Post of **Secretary to Vice Chancellor (One Post – Unreserved Category)**. The Application Form to be downloaded from the University website [www.ugb.ac.in](http://www.ugb.ac.in) from **March 07, 2019 to March 25, 2019**. The downloaded filled- in Application Form along with other relevant testimonials must be accompanied by requisite fee **Rs. 500/- (Rupees Five Hundred)** [Rs.250/- for SC/ST/BC] as Bank Draft payable at “**Malda**” drawn in favour of the “**University of Gour Banga**”. The filled- in Application Form in **5 (five) sets** with self-attested copies (One Set) of all necessary documents must reach the “**OFFICE OF THE REGISTRAR, UNIVERSITY OF GOUR BANGA, P.O.: MOKDUMPUR, DIST. MALDA, WEST BENGAL- 732 103, INDIA**” on or before **March 25, 2019** (except Saturday, Sunday & Govt. Holidays, during 11:00 a.m. to 05:00 p.m.). **The name of the post applied for along with advertisement number must be indicated on the envelope.**

### **➤ Secretary to Vice Chancellor (ONE POST-UNRESERVED CATEGORY):**

#### **(a) Essential Qualification:**

- (i) Graduation in any stream with minimum 55% marks or its equivalent grade.
- (ii) At least 5 years experience in Secretarial Proficiency/Supervisory/Administrative capacity in University/College/Higher Educational Institution or a Research Institute or a Government/Quasi Government organization.
- (iii) Proficiency in speaking, reading and writing English.
- (iv) Good knowledge in computer applications.
- (v) Age not below 30 years. This criteria may be relaxed in case of exceptionally qualified candidates.

#### **(b) Desirable Qualification:**

- i) Master degree in any discipline or any professional qualification.

► Scale of Pay: Pay Band – Rs. 9,000/- - 28,300/- with a Grade Pay of Rs. 4,800/-

### **NOTE:**

- 1) The university may include other relevant qualifications/experiences in addition to the minimum eligibility criteria and experiences as stated above for the position.
- 2) Relevant/allied qualifications, academic record and age limit may be decided by the appropriate bodies of the university.
- 3) A relaxation of 5% in the marks may be provided for the candidates belonging to SC/ST/Differently abled (physically as well as visually) categories.

- 4) The marks in each case mean the qualifying marks without any grace marks and/or rounding off procedures.

**General Instructions to the Candidates:**

1. No application except in prescribed Application Form will be considered.
2. A person working in Govt./Semi-Govt./Public Sector undertaking must apply through proper channel.
3. Incomplete application will not be entertained.
4. University authority will not be responsible for any postal delay.
5. No TA/DA shall be paid to the candidates for attending the interview.
6. Application fees once paid shall not be refunded under any circumstances.
7. The University shall verify the antecedents or documents submitted by a candidate at any time or at the time of appointment or during the tenure of the service. In case, if it is detected that the documents submitted by the candidate are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her service will be terminated immediately.
8. The University reserves the right not to fill up the post advertised if the circumstances so warrant.
9. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
10. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the competent authority shall be final.
11. If any candidate is recommended for appointment in relaxation of any of the prescribed conditions relating to age, experience etc, it shall be so stated and recorded by the selection committee.
12. The prescribed qualifications and experience will be minimum and the mere fact that 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.
13. In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Calcutta High Court.

Sd/-  
Registrar (Addl. Charge)  
University of Gour Banga

**N.B.: Those candidates, who have applied earlier for the post of Secretary to Vice Chancellor, they need not have to apply afresh. However, such candidates are allowed to update their bio-data (if any) referring the earlier advertisement number and demand draft number/bank challan copy of earlier applications within March 25, 2019.**

\*\* No Telephonic queries will be entertained in this regard\*\*



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## APPLICATION FORM FOR SECRETARY TO VICE CHANCELLOR

To  
The Registrar,  
University of Gour Banga,  
P.O.: Mokdumpur,  
Dist.: Malda, West Bengal – 732 103.

<b><u>Fees (Demand Draft)</u></b>
<b><u>Details:</u></b>
<b>Rs.:</b> .....
<b>DD No.:</b> .....
<b>Date:</b> .....
<b>Issuing Bank &amp; Branch:</b>
.....
.....

<i>Affix recent passport size coloured photograph signed by the candidate</i>
<b>(DO NOT USE STAPLER OR PIN)</b>

Sir,

I hereby apply for the post of ..... in response to your advertisement No.: ...../UGB/R-18, Dated – ..... The requisite particulars are given below in the prescribed Proforma and five sets, complete in all respects, are being submitted.

Yours faithfully,

Date: .....  
(Signature of the Applicant)

### BIO-DATA

1. Name in full (in Block Letters): .....

2. Address for communication (in block letters) with pin code:

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

E-mail ID: ..... Phone No .....

3. Permanent address: .....

.....  
.....

4. Date of birth (as per Madhyamik / Equivalent certificate): .....

5. Name of Father & Mother: .....

.....

6. Nationality: .....

7. Whether belongs to SC/ST/OBC- A/ OBC-B:  
(Please mention the name of the Caste/Tribe): .....

8. Whether Differently Abled: YES / NO  
If Yes, please furnish relevant documents.

9. Marital status: (a) Single / Married.

(b) Name of Spouse: .....

10. Educational Qualifications:

Examination passed	Board/University	Year of Passing	Class / Div.	% of Marks	Subjects Studied	Any other Information
M.P or equivalent						
H.S. or equivalent						
U. G. (mention Hons. /Pass, if applicable)						
P.G.						
M. Phil.						
Ph. D.						
Any other Degree or Qualification						
Specialised Training, if any.						

11. Administrative / Professional experience: .....

.....

12. Details of employment in chronological order (Gaps, if any, should be explained):

<b>Employer</b>	<b>Post held (mention if permanent or temporary)</b>	<b>From</b>	<b>To</b>	<b>Length of Service (As on 12.06.2018)</b>	<b>Scale of Pay &amp; Pay Drawn with Date of Next Increment.</b>	<b>Remarks, if any</b>

13. Information regarding computer Proficiency and experience: .....

.....

14. If selected, time required for joining: .....

.....

15. Additional information, if any: .....  
.....

16. Any point of time was there any departmental enquiry occurred: YES /NO.

If yes, then furnish details .....

I certify that the above statements are true to the best of my knowledge and belief. I accept that in case any of the information is found to be incorrect or in case there is any suppression of fact, the application is liable to be rejected.

Date:

Place:

.....

(Signature of the Applicant)

**N. B.:**

**Please enclose the following:**

- a. 1 (One) Set of self-attested copies of all testimonials along with 5 (Five) sets of filled-in application form.
- b. A crossed bank draft of requisite amount drawn in favour of the *University of Gour Banga* payable at the *Malda*, has to be enclosed at the time of submission of application form.
- c. Applicants employed in Govt./Semi-Govt./Public Sector Undertaking need to apply through proper channel.

\* The application sent in any other format is liable to be rejected.

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**For office Use only**

**Receipt**

<p><b><u>Fees (Demand Draft)</u></b></p> <p><b><u>Details:</u></b></p> <p><b>Rs.:</b> .....</p> <p><b>DD No.:</b> .....</p> <p><b>Date:</b> .....</p> <p><b>Issuing Bank &amp; Branch:</b></p> <p>.....</p> <p>.....</p>
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Received the Application Form from .....  
for the post of ..... vide Sl.  
No.: .....

Authorised Signatory  
University of Gour Banga