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BODOLAND UNIVERSITY
KOKRAJHAR – 783370, ASSAM
Advt. No. NTS/2013/04 Dated 18/ 07/2013

Applications are invited from the Indian Citizen for the following Non-Teaching Posts of Bodoland University.

Sl. No.	Name of the Post	No. of Post	Category	Required Qualification & Experience	Pay Band & Grade Pay
1.	Director, College & University Dev. Council	01	UR (Unreserved)		PB - 37,400 – 67,000 GP - 10,000
2.	Academic Registrar	01	UR		PB - 37,400 – 67,000 GP - 10,000
3.	Finance Officer	01	UR		PB - 37,400 – 67,000 GP - 10,000
4.	Director, Students' Welfare	01	UR		PB - 37,400 – 67,000 GP - 10,000
5.	Dy. Registrar	01	ST(P)		PB - 15,600 – 39,100 GP - 7,600
6.	University Engineer	01	UR		PB - 12,000 – 40,000 GP - 6,300
7.	Secretary	01	UR	Steno Grade 2. Graduate with 120 WPM in English or 100 WPM in Indian Language with requisite service experience in educational organization or in Govt. office.	PB - 8,000 – 35,000 GP - 4,300
8.	Medical Officer	02	UR	MD/ MBBS Degree registered by IMC.	PB - 12,000 – 40,000 GP - 6,100

REQUIRED QUALIFICATION & EXPERIENCE:

Director, College & University Dev. Council/ Academic Registrar

- i) A Doctorate Degree with at least 55% marks or its equivalent Grade of B in the seven point scale at Master Degree Level.
- ii) At least 15 years experience as Assistant Professor senior scale/8 years experience as Associate Professor Grade along with experience in Educational Administration
OR
Comparable experience in a research establishment and/ or other institutions of Higher Education.
OR
15 years as administrative experience of which 8 years as Deputy Registrar or an equivalent post.

Director, Students' Welfare

The minimum qualification for the post shall be a Master Degree with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale along with the following :

- i) A Doctorate Degree with at least 55% marks or its equivalent Grade of B in the seven point scale at Master Degree Level.
- ii) At least 15 years experience as Assistant Professor senior scale/8 years experience as Associate Professor Grade along with experience in Educational Administration
OR
Comparable experience in a research establishment and/or other Institutions of Higher Education.
- iii) Adequate experience of organizing sports, games, drama and other students' welfare activities
Desirable – Evidence of Leadership and capacity in organizing teaching and students' activities.

Finance Officer

- i) Master Degree with Commerce or Business Administration (Finance) with at least 55% marks or its equivalent Grade B in UGC seven point scale or comparable equivalent degree in relevant area.
- ii) At least 15 years of experience as Assistant Professor senior scale/8 years in Associate Professor in AGP – Rs. 9,000 along with experience educational institution.
OR
Comparable experience in a research establishment and or other institutions of Higher Education.
OR
15 years as administrative experience of which 8 years as Deputy Finance Officer in Grade Pay – Rs. 7,600 or above or an equivalent post with experience in Finance & Accounts
OR
A qualified CA or ICWA/ SAS with at least 15 years of working experience in the relevant field of activities.
Desirable Qualification –
 - i) Working experience of budgeting & financial accounting, etc. in autonomous bodies/ university will be prepared.

- ii) Good working knowledge of rules and regulations of universities, R & D institution relating to accounts/ audit, service conditions and related financial matter.

Dy. Registrar:

Good Academic record with at least 55% marks or its equivalent Grade of B in the seven point scale at Master Degree Level along with –

- i) Nine years experience as Asstt. Professor in AGP – Rs. 6,000 and above with experience in educational administration, **or**
ii) Comparable experience in a research establishment and/ or other institutions of Higher Education, **or**
iii) Five years administrative experience as Asstt. Registrar or in an equivalent post.

University Engineer - Civil

BE/B Tech in Civil Engineering and certificate of basic computer knowledge from a recognized institute.

Minimum Educational Qualification and Experience : (Preferably Structural Engineer)

BE/B Tech in Civil Engineering (preferably Structural Engg) with at least 10 years of experience in planning, designing system and construction of building, road, sanitary and water supply system including their maintenance in a government/ semi government/ university/ international organization. Ability to prepare/ analysis DPR and project management/ control skill. Candidate must also have strong interpersonal skill and exceptional writing.

N.B.: In case of non-availability of suitable candidates for the post of Director, College & University Dev. Council, Finance Officer, Medical Officer, University Engineer, a qualified retired person may also apply for contractual appointment.

Application Form : Prescribed Application form, the details of qualifications and others are available in the University Website : **www.bodolanduniversity.org**

Application Fee : Candidates will be required to pay an amount of Rs. 1,000.00 for Sl. No. 1 to 9 and Rs. (in case of ST/SC Rs. 500.00) as an application fees for the post by Demand Draft in favour of **Registrar, Bodoland University** payable at **SBI, Balagaon Branch (Code – 7379), Kokrajhar.**

Last Date : Completed application in the prescribed form along with attested copies of all testimonial in support of qualification, experience, age, caste including mark sheets accompanied with bank draft must reached: The Registrar, Bodoland University, P.O. Rangalikhata (Debargaon), Dist. Kokrajhar (Assam), PIN- 783370, **latest by 12-8-2013** Those who are willing to apply for more than one post, they must submit separate application form with separate application fees. The name of the post and department must be written on the envelope of the application.

Age : Not below 18 years and above 38 years of age as on **1st August, 2013** Upper Age is relaxable by **5** years for ST/SC candidates for Sl. No., 7-8 and for Sl. No. 1-6 is upto 50 years

Those who are in employment must submit their application through proper channel as per format given Part – B(2) .

Candidates will have to appear in the written test (if/where necessary) and an interview at their own cost. Mere fulfillment of academic qualifications and experience will not entitle a candidate to be called for interview.

Registrar,
Bodoland University.

Memo No. BU/Estt/NTS/Advt/04/152/2013/1167-1176

Date 18 /07/2013.

Copy forwarded for information and necessary action to:-

1. The Director, Higher Education, Govt. of Assam, Kahilipara, Guwahati.
2. The Additional Secretary, Higher Education, Govt. of Assam, Dispur.
3. The Vice-Chancellor, Bodoland University.
4. The Rector, Bodoland University.
5. All Heads of the Teaching Department, Bodoland University.
6. The Registrar of All Indian Universities.
7. The Advertising Manager, The Assam Tribune, with request to publish the above advertisement in the next immediate one issue of Assam Tribune using minimum space.
8. The Advertising Manager, AIU House, Kotla Marg, New Delhi, with a request to publish the above advertisement in the next immediate one issue of the esteemed Journal using minimum space.
9. The Director, Publication Division, Ministry of I & B, Govt. of India, New Delhi – 110002 with a request to publish the above advertisement in the next immediate issue of the Employment News using most minimum space.
10. The Advertising Manager/Editor, The Bodoland Guardian, Kokrajhar, BTC, Assam.
11. Concerned File.

Registrar,
Bodoland University.
Date 18 /07/2013

Part – A

BODOLAND UNIVERSITY
RANGALIKHATA (DEBARGAON) KOKRAJHAR, ASSAM – 783370, INDIA

APPLICATION FORM FOR NON-TEACHING POSTS

(Please read carefully the general conditions/instructions given below before filling the application form)

GENERAL CONDITIONS/INSTRUCTIONS

Paste Passport Size
Photograph (Self
Attested)

- 1. Indian nationals only need to apply.
- 2. Applicants should fill particulars in his/her own handwriting neatly and clearly.
- 3. Latest Passport Size Photograph should be pasted at specified place.
- 4. Self Attested photo copies of all relevant certificates, degrees, mark sheets, testimonials, etc. in support of age, qualifications, caste, experience must be enclosed with the application.
- 5. Candidate belonging to/applying under any reserved category SC/ST(P)/ST(H)/OBC & MOBC/PWD(OH/VH/HH) must enclose photo copy of caste/category certificate, issued by the competent authority.
- 6. Applicants in employment should get their application endorsed from their employer.
- 7. The envelope containing application form should be superscribed as :
“ Application for the post of(Name of the post)”.
- 8. Applications should be addressed to : **The Registrar, Bodoland University, Rangalikhata (Debargaon), Kokrajhar, Assam – 783370, along with self address (Rs. 5.00) stamp envelope.**
- 9. Mere fulfillment of qualification and experience does not entitle a candidate to be called for interview.
- 10. The University reserves the right to fill or not to fill any or all of the posts advertised.
- 11. No correspondence whatsoever will be entertained from the candidates regarding postal delay, conduct & result of interview and reasons for not being called for the interview.
- 12. Canvassing in any form will be a disqualification.
- 13. Applicant must fill in all the particulars of Part – A and Part – B.
- 14. No TA/DA will be given for Written Test and Interview.
- 15. Incomplete application form/without prescribed fee/without supporting documents (as per Sl. 4), application would be rejected.
- 16. Application fee must be submitted to **The Registrar, Bodoland University**, in the form of Demand Draft, Payable at **SBI, Balagaon Branch (Code – 7379)**, Kokrajhar.

Post applied for :.....

Advertisement No. and Date. :.....

Name of the applicant :.....

Signature of Applicant.

Part – B(1)

1. Name of the Applicant (Capital Letter) :.....
2. Father’s Name :.....
3. Date of Birth :

D	D	M	M	Y	Y	Y	Y
4. Age as on (23-02-2013) :..... Yearsmonths.....days.
5. Whether applying under any reserved category as per advertisement if yes, name of the category :..... (Yes/No)
SC / ST / OBC / PWD (OH / VH / HH)
6. Employment Exchange Registration No. (Copy enclose) :.....
7. (a) Address for Communication :.....

.....
.....
Phone No.....Mobile No.....
Email.....

- (b) Permanent Address :.....
-
-
- Phone No.....Mobile No.....

8. Sex :.....(Male/ Female)
9. Nationality :.....
10. Marital Status :.....(Married/Unmarried)

11. Education Qualifications (HSLC onwards) : [Attach additional sheet if required]

Exam Passed/Degree obtained	Board/ University	Institute	Passing Year	Class/Division	% of marks obtained

12. Professional/Technical/Other Qualification(s) : (if any)

Degree/Diploma obtained	Board/ University	Institute	Passing Year	Class/Division	% of marks obtained

13. Details of Past Employment (Works Experience if any) :

Organisation/Institute	Position held	Date of Joining	Date of Leaving	Length of Service	Nature of duties	Salary/Pay Scale

14. Do you have computer proficiency :.....(Yes/No)
- If yes, state which you know and work with confidence:.....

→ Part – B(2)

Part – B(2)

15. Special interest if any :.....
16. Indicate the time you will
require to join if selected :.....
17. Any other Information :.....
[Attach additional sheet if required]
18. Details of fee paid/ attached : a) Amount of fee
b) Draft No.....Date
c) Name of Bank

I hereby declare that information given by me in this application form is complete and correct in all respects to the best of my knowledge and belief. I understand that I shall be liable for furnishing any wrong information in this application form and competent authority can take appropriate action against me at any stage.

Date :Signature of the applicant

Place :Name in Full.....

- *****
- Details of Enclosure sent with this application form :
1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

ENDORSEMENT FORM FROM EMPLOYER
(for applicant in employment)

Certified that has been an employee of
(name of the organization) since (date). At present he/she is working as
..... . Information given in this application have been verified and found correct as per our record.

This organization has no objection to his/her for applying the post referred in the application.

Memo No. Signature

Date : Name :

Place : Designation :

Office Seal : Name of the organization :
