

THE UNIVERSITY OF BURDWAN
RAJBATI : BURDWAN
WEST BENGAL

Advertisement No. : 12/2015-2016

Dated, 19-02-2016

Online Applications are invited from Indian citizens for filling up the following posts on temporary basis. Online application form will be available at www.buruniv.ac.in from **25-02-2016 to 11-03-2016**. No TA/DA is admissible for attending written examinations and interview, if called for. It should be noted that possession of minimum eligibility shall not confer any right to be called for written examinations and interview. Reservation of posts shall be done as per Government Rules. Incomplete applications shall be summarily rejected.

Age :- Not above 40 years as on the date of advertisement. Upper age limit is relaxable by 5 years for Scheduled Caste/Scheduled Tribe candidates, 3 years for Backward Class candidates and for the Physically Handicapped Candidates.

Cost of Application Fee:

General category	.. Rs. 250/-
OBC category	.. Rs. 150/-
SC, ST & PWD category	.. Rs. 100/-

(1) Laboratory Attendant Gr. III :

(Pay Band – Rs. 5,400/- to 18,600/- with Grade Pay – Rs. 1800/-)

[13 Posts, (UR – 02, UR (EC) – 02, UR (PWD) – 01, UR (EX-SER) – 01, SC – 02, ST – 01, SC (EC) – 01, OBC (A) – 01, OBC (B) – 01, OBC (A) (EC) – 01)]

Qualification: Passed Class VIII

Desirable: Madhyamik or equivalent passed

(2) Assistant Caretaker:

(Pay Band - Pay Band – Rs. 7,200/- to 25,400/- with Grade Pay – Rs. 3900/-)

[01 post – (SC - 01)]

Qualification : Higher Secondary or equivalent plus good physique and two years experience in security, watch & ward.

Desirable : Graduate of any stream.

- (3) **Steward : (Pay Band – Rs. 7,200/- to 25,400/- with Grade Pay – Rs. 3300/-)**
[05 Posts – (UR – 02, UR (EC) – 01, SC – 01, ST – 01)]

Qualification: Higher Secondary (10+2) or equivalent with Computer Diploma/Certificate of at least six months' duration having knowledge of O.S., Word, Excel etc. from a Government or Government recognized Institution.

Desirable: Experience in Hostel Management.

- (4) **Sub Assistant Engineer Gr. III (Electrical) :**
(Pay Band – Rs. 9,000/- to 28,300/- with Grade Pay – Rs. 4400/-)
[01 Post – (SC – 01)]

Qualification: Madhyamik /Higher Secondary with Diploma in Electrical Engineering plus four years' experience in the related field.

Desirable: Experience in operation, handling & maintenance of indoor type 11 KV substation, utility services and experience in maintenance of submersible pumps and water supply.

- (5) **Work Assistant (For Engineering Department) : (Pay Band – Rs. 7,200/- to 25,400/- with Grade Pay – Rs. 3300/-)**
[03 Posts – (UR – 01, UR (EC) – 01, SC – 01)]

Qualification: Higher Secondary with certificate in Trade Course recognized by the Government of West Bengal.

Desirable: Graduate of any stream.

- (6) **Office Assistant : (Pay Band – Rs. 7,200/- to 25,400/- with Grade Pay – Rs. 3300/-)**
[18 Posts – (UR – 05, UR (EC) – 03, UR (PWD) – 01, SC – 03, SC (EC) – 01, SC-(EX-SER) – 01, ST-01, OBC (A) – 01, OBC (A) (EC) – 01, OBC (B) – 01)]

Qualification: Higher Secondary (10+2) or equivalent with Computer Degree/Diploma/Certificate of at least six months' duration having knowledge of O.S., Word, Excel etc. from a Government or Government recognized Institution. Selected candidates will be required to do typing jobs in Computer in addition to their normal duties as Office Assistant.

Desirable: Graduate of any stream.

Instruction for candidates:-

- (1) Abbreviations used: UR-Unreserved, PWD-Persons with disabilities, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Classes, Ex-SER- Ex-Serviceman, EC-Exempted Category.
- (2) Applications for the posts are to be submitted only through online.
- (3) All qualifications and experiences will be considered strictly on or before the date of advertisement.
- (4) Apply separately for more than one post paying fees accordingly.
- (5) Documents need not be submitted during filling-up of forms online.
However all the relevant documents in original are to be produced at the time of interview (if called for). If any information filled-up through online is found to be false at any stage, his/her application will be liable to be rejected.
- (6) Candidates working in Government Organization/Institutions are required to apply through proper channel and shall have to produce 'No Objection Certificate' at the time of interview.
- (7) Fees against the online application form may be paid through State Bank of India (steps given in the PDF) **from 26-02-2016 to 15-03-2016.**
- (8) For written examination Admit Card is to be downloaded from this site.
- (9) Selection will be made through Written Examination followed by Interview.
- (10) Please keep watch on this page for further notifications in this regard.

Sd/-
(Dr. D. K. Panja)
Registrar