



# The West Bengal University of Teachers' Training, Education Planning and Administration

25/2 & 25/3, Ballygunge Circular Road, Kolkata-700019

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## Re-Advertisement No.: 01/2017 Dated: 23.10.2017

Applications are invited from Indian Nationals for appointment to the following posts of the Officers of the University.

- **Post Sl. No. 1: Registrar (One Post – GENERAL Category)**
- **Post Sl. No. 2: Finance Officer (One Post – GENERAL Category)**
- **Post Sl. No. 3: Controller of Examinations (One Post – GENERAL Category)**
- **Post Sl. No. 4: Director of School of Studies (One Post – GENERAL Category)**

### **POST SL. NO. 1 : REGISTRAR (ONE POST – GENERAL CATEGORY) :**

► **Scale of Pay: 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 it's 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 establishment and other institutions of higher education.

**OR**

15 (Fifteen) years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

(iii) Age not less than 40 years. Relaxable in the case of exceptionally qualified candidate.

**(b) Desirable Qualification:**

(i) A Doctorate Degree or published research work of merit.

OR

High level of administrative experience in a Government or Quasi Government organization or a good background in administration and management in senior position.

(ii) Having at least 3 years administrative experience in the field of Teacher Education or in University level in the equivalent post

(iii) Candidate should have sound knowledge about the courses, curriculum of Teacher Education.

**POST SL. NO. 2 : FINANCE OFFICER  
(ONE POST – GENERAL CATEGORY) :**

► **Scale of Pay: 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 in Commerce/Finance with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.

(ii) Chartered Accountant or Cost Accountant or equivalent professional qualification.

OR

Master's Degree in Business Administration with specialization in Finance

(iii) 15 (fifteen) years of working experience in management of finance in a Government/University or Institute of Higher Learning/Commercial Establishment of which 5 years must be in higher administrative post involving supervision, control, planning and administration.

(iv) Age not less than 40 years. Relaxable in case of exceptionally qualified candidates.

**POST SL. NO. 3: CONTROLLER OF EXAMINATIONS  
(ONE POST – GENERAL CATEGORY) :**

► **Scale of Pay: 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 year's 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 the case of exceptionally qualified candidate.

**(b) Desirable Qualification**

- (i) A Doctorate Degree or published research work of merit.

**OR**

High level of administrative experience in a Government or Quasi Government organisation or a good background in administration and management in senior position.

- (ii) For the Post of Controller of Examination, it is essential to have experience in conduction of examinations either in institution of higher learning or in Service Commissions.

- (iii) Candidate should have sound knowledge about the courses, curriculum of Teacher Education.

**POST SL. NO. 4: DIRECTOR OF SCHOOL OF STUDIES  
(ONE POST – GENERAL CATEGORY):**

► **Scale of Pay: 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) An eminent scholar with Ph.D qualification(s) in the concerned/allied/relevant discipline and published work of high quality actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.
- (iii) A minimum of ten years of teaching/service experience in University/College/Directorate of Education/NCERT/SCERT and/or experience in research at the University/National level Institution/industries, including experience of guiding candidates for research at doctoral level.
- (iv) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.
- (v) An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/ relevant discipline, to be substantiated by credentials.

OR

Two years of field work comprising teaching at the School level.

- (vi) Age not less than 40 years. Relaxable in the case of exceptionally qualified candidate.

**(b) Desirable Qualification:**

- (i) Having at least 3 years administrative experience in a Government or Quasi Government organization or a good background in administrative and management in the field of Teacher Education.
- (ii) Candidate should have sound knowledge about the courses, curriculum of Teacher Education.

## **INFORMATION & 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. Self attested copies of degree or provisional certificates and mark sheets / transcripts should be enclosed with the application. The originals should be brought at the time of interview.
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 the time of appointment. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her candidature will be cancelled.
8. The University reserves the right not to fill up the post advertised if the circumstances so warrant.
9. Selected candidates will be governed by University Statutes and such other conditions as may be prescribed by the University from time to time.
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. The prescribed qualifications and experience will be minimum and the mere fact that a candidate is 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.
12. In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Calcutta High Court.
13. If a candidate wishes to apply for more than one post then she/he has to submit separate application form with requisite fees for each post.
14. Reservation/Relaxation of marks will be guided by the State Govt. norms.
15. Last Date of Submission of application form along with enclosures :17.11.2017

The Application Form may be downloaded from this University webpage ([www.wbuttepa.ac.in](http://www.wbuttepa.ac.in)) The downloaded filled- in Application Form must be accompanied by requisite fee of Rs.1000/- (Rupees One Thousand Only) [Rs. 500.00 for SC/ST/OBC] as Bank Draft payable at '**Kolkata**' drawn in favour of the '**WBUTTEPA**'. The filled- in Application Form in **5 (five)** sets with self attested copies of all necessary documents(One Set) along with two self - addressed unstamped envelope of 25 x 13 cms. size must reach the '**Office of the Vice Chancellor, The West Bengal University of Teachers' Training, Education Planning and Administration**' on or before **17<sup>th</sup> November,2017 (within 03:00 p.m.)**.

**N.B.**

- **The Candidates, who have applied earlier in response to the advertisement no 01/2016 dated 29/07/2016, need not apply. However, such candidates are allowed to update their bio-data (if any) referring the details of earlier applications within 17<sup>th</sup> November, 2017.**
- **Experience of the applicants for the respective posts will be counted as on 01.11.2017 both for the fresh applicants as well as earlier applicants who applied on the basis of earlier Advertisement. No. 01/2016 dated 29.07.2016.**

**By Order -  
Registrar**

