



BODOLAND UNIVERSITY

A State University, Established under the Bodoland University Act, 2009

KOKRAJHAR – 783370, ASSAM

Advt. No. NTS/2016/18, Dated: 17-11-2016.

Applications are invited from the Eligible Candidates for the following Non Teaching Posts of Bodoland University.

Sl. No.	Department	Name of the Post	No. of Post	Category	Pay Band & Grade Pay
1	Administration	Finance Officer	1	Un-reserved	PB-37,400-67,000 GP-10,000
2		Deputy Registrar	1	OBC	PB-15,600-39,100 GP-7,600
3	Medical Unit	Medical Officer (Allopathic)	1	Un-reserved	PB-12,000-40,000 GP-6,100

REQUIRED QUALIFICATION & EXPERIENCE:

Finance Officer

- Master Degree with at least 55% of the marks or its equivalent Grade 'B' in the UGC 7 point scale in any discipline from a recognized University/Institute.
- At least 15 years' of experience as Assistant Professor in the AGP of Rs. 7,000 and above or with 8 years' of service in the AGP of Rs. 8,000 and above including as Associate Professor along with experience in educational institution.

OR

Comparable experience in research establishment and/or other institutions of Higher Education.

OR

15 years as administrative experience, of which 8 years as Deputy Finance 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 –

- Working experience of budgeting & financial accounting, etc. in autonomous bodies/ university will be prepared.
- Good working knowledge of rules and regulations of universities, R & D institution relating to accounts/ audit, service conditions and related financial matter.

Mode and Tenure of Appointment-

- The appointment shall be made either on deputation or on direct recruitment basis for a term of five (5) years.

Age- Candidates having maximum age of 55 years as on 01-11-2016 may apply for the post.

Dy. Registrar:

Good Academic record with at least 55% marks or its equivalent Grade of B in the 7 point scale at Master Degree Level along with –

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

Medical Officer

- Allopathic:** MD/MBBS Degree registered by IMC.

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

Application Fee : Candidates will be required to pay an amount of Rs. 1,000.00 (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, North Kokrajhar 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 15th December'2016 up to 3.00 P.M.** 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 above 38 years of age as on **01/11/2016** (upper Age is relaxable by **5** years for ST/SC candidates for Sl. No. 2-3) and in case of proper channel candidates having maximum age of 50 years as on 01-11-2016 may apply.

Those who are in employment must submit their application through proper channel as per format given Part – C. 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/Advt/NTS/337/2016/3234-43

Dated: 17/11/2016.

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. All Heads of the Teaching Department, Bodoland University.
5. The Registrar of All Indian Universities.
6. 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.
7. 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.
8. 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.
9. The Advertising Manager/Editor, The Bodoland Guardian, Kokrajhar, BTC, Assam.
10. The System Administrator, B.U. with a request to upload the same in B.U. website.
11. Concerned File.


Registrar,
Bodoland University.
Kokrajhar-783370
Assam

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(I-II).
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, North Kokrajhar Branch (Code – 7379)**, Kokrajhar.

Post applied for :

Advertisement No. and Date. :

Name of the applicant :

Signature of Applicant.

→ Part – B(I)

Part – B(I)

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 (01/11/2016):..... Yearsmonths.....days.
5. Whether applying under any :.....(Yes/No)
reserved category as per
advertisement if yes, name of the category :.....
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

→ Part – B(II)

Part – B(II)

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:.....

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.

Part – C

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 :
