

SIDHO-KANHO-BIRSHA UNIVERSITY

P.O- Purulia Sainik School, Ranchi Road, Purulia, West Begal – 723104

Advt/133/Reqt/SKBU/17

11/02/17

Finance Officer – (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 where ever a grading system is followed.
- ii) Chartered Accountant or Cost Account 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.

Those who have applied earlier need not apply again.

Secretary Council of Under Graduate studies (Pay band Rs. 15,600/- to 39,100/- with a grade pay Rs. 8,000/-)

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 10 years of experience as lecturer/Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration in Academic Institution like University Research establishment and/or in an institute of higher learning of which 5 (five) years must be in a University or in an Institute or post graduate Study. OR Comparable experience in Research establishment and other institutions of Higher learning.
10(ten) years' administrative experience, of which 5 years shall be as Assistant Registrar or equivalent post.
- iii) iii) Age not below 35 years. Relaxable in case of exceptionally qualified candidates.

b) Desirable

- i) A Doctorate Degree or published papers of high standard. or
- ii) Experience of at least 10 years in a fairly senior position in any academic institution like a college or a university or a research organization.

Officer of Placement and Training (Pay band Rs. 15,600/- to 39,100/- with a grade pay Rs. 8000/-)

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) Minimum of 7 years experience in the supervisory capacity in an organization engaged in production or in teaching in a recognized institute of post graduate learning. iii) Age not below 35 years. Relaxable in case of exceptionally qualified candidates.

b) Desirable qualification

- i) Experience in Major Industrial capacity in India particularly in West Bengal
- OR
- Experience in marketing or sales activities of a Public sector organization.

Audit & Accounts Officer (Pay band Rs. 15,600/- to 39,100/- with a grade pay Rs. 6000/-)

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) Experience in Audit and Accountancy work for at least five years in a senior position involving supervision, control and accounts.
- iii) Age not below 35 years. Relaxable in case of exceptionally qualified candidates.

b) Desirable qualification

Chartered Accountant or cost Accountant or Business Management Degree

Application in prescribed format with five set self-attested photocopies of relevant documents, superscripting the name of the post on the envelop along with a draft of Rs. 2000/- (non-refundable in favour of Sidho-Kanho-Birsha University, payable at Purulia. Should reach University office on and before 03/03/2017.

Incomplete application will be rejected.

Registrar



SIDHO-KANHO-BIRSHA UNIVERSITY

P.O- Sainik School, Ranchi Road, Purulia, WB-723104

APPLICATION FORM

1	Name in full (in capital letters)		Paste Photograph here
2.	Father's/Husband's Name		
3.	a. Marital status	b. Sex : Male/Female/Third	
4.	a. Permanent address	b. Address for correspondence	
	Phone No. (with STD code) Mobile No.	E-mail ID	
5.	a) Post applied for		
	b) Advt.No		
	c) Did you previously apply for any post in this Institute? If so, give particulars and approximate date:		
	If you wish to apply for more than one post, please sent separate applications for each post.		
6.	Date of birth (please attach self attested copy of certificate)		
7.	a) Citizenship	b) State of domicile	
8.	Category (SC/ST/OBC-A/OBC-B/PH/General)		
9.	If selected, how much time would you need to join?		
10	If employed, state yor present basic pay & scale of play /PB & GP		

11. Details of educational qualifications: Please give particulars passed and degrees obtained commencing with the High School leaving (10th standard/Matriculation) Examination. For Ph. D., please give details, even if is not complete. Please attach self attested copies of certificates and mark sheets.

Sl.No	School/College /Institute	Name of the Board/Univ ersity/Insti tution	Examinatio n/Degree/D iploma passed	Distinctio n/Class/D ivision	Subjects(Please mention field of specialization, honours, etc., where applicable)	Percentag e of marks	Year of passing

12. Details of employments. Please give particulars of your present and past employment in chronological order, starting with the current position

Sl.No	Organization/Institute	Position held	Nature of duties/work	Date of joining	Date of leaving	Last Pay & Scale of pay	Additional remarks about experience, if any

13.	Name, Designation and Address (along with Phone No./ email) of referees who are acquainted with your work.	1. 2.
14.	Additional Remarks: (Applicants may mention here any special qualifications experience, e.g. in organizations which have not been included under the heads given above) candidate may attach separate sheet	
15.	Details of enclosures sent with the application	1 4 2 5 3 6

Declaration:

I hereby declare that the information furnished in the application are true, complete and correct to the best of my knowledge and belief. I am fully aware that in the event to any information being found false or incorrect at any stage, my candidature/ appointment is liable to summary cancellation/ termination without any notice or any compensation in lieu there of any compensation in lieu thereof.

Date:...../...../.....

Signature of the applicant