



Advt No. /R/Estt./ 994 /Advt/SKBU Date: 01.11.2018

**Office of the Registrar, Sidho-Kanho-Birsha University,
P.O.-Sainik School, Purulia
Ranchi Road, Dist.- Purulia723104, West Bengal**

Applications in the prescribed Form are invited from bonafide candidates for filling up of the following vacancies in substantive Officer Posts as noted below:

Officers post:-1. Finance Officer 2. Secretary Council of Under Graduate studies

General instructions, eligibility criteria, categories of posts, application form are available in the university website: www.skbu.ac.in. One original plus five photocopies of the application form duly filled up with all testimonials/ documents, complete in all respect along with required fees must reach the above mentioned address in a sealed envelope superscribing the name of the post in the top of the envelope within 26th November'2018, by 5:00 pm.

Dated: 1st November 2018

Registrar



SIDHO-KANHO-BIRSHA UNIVERSITY

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

Finance Officer:–

No. of Post: 01 (one) UR, (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 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.

Those who have applied earlier for the post of Finance Officer (vide Advt. No. R/927/Advt./SKBU Dated 01.12.2017 & R/133/Reqt/SKBU/17 dated 11.2.2017) need not apply again.

Secretary Council of Under Graduate studies:

No. of Post: 01 (one) UR 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.
OR
10(ten) years' administrative experience, of which 5 years shall be as Assistant Registrar or equivalent post.
- iii) Age not less than 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.

NOTE : For the post of Officers.

- i. A relaxation of 5% in the marks may be provided for the persons belonging to SC/ST/ Differently-able (Physically as well as visually) categories.
- ii. SC/ST/OBCs originated in states other than West Bengal will not be treated as reserved category(s), however the candidate may apply as UR.
- iii. For assessing good academic record throughout the candidate's career the marks in each case mean the qualifying marks without any grace marks and/or rounding off procedures.
- iv. The University shall verify the antecedents and documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents are fake/false/mutilated or the Candidate has a clandestine antecedent and has suppressed the said information, then his/her services shall be terminated.
- v. In case of any unintentional mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves right to modify/withdraw/cancel any communication made to the candidate.
- vi. In case of any dispute/indistinctness that may occur in the process of selection, the decision of the University shall be final.
- vii. Mere fulfillment of minimum qualification for a post does not guarantee a candidate to be called for interview. University bears the authority for primary screening based on the documents received from the applicants.
- viii. Though Advance copy of application will be entertained applicants who are in employment should submit their application through proper channel or should submit a "No Objection Certificate" from the employer.
- ix. **Incomplete applications or applications without supporting documents will not be considered and will be discarded.**
- x. Canvassing in any form will be a disqualification.
- xi. ***The University reserves the right to withdraw any advertised post(s) at any time without giving any reason.***

Application form (One original plus five photocopies) duly filled up along with all testimonials/ documents, complete in all respect with required fees must reach the above mentioned address in a sealed envelope superscribing the name of the post in the Top of the Envelope along with a Bank Draft /NEFT details amounting Rs. 2000/- (Two Thousand only) (non- refundable) in favour of **Sidho-Kanho-Birsha University, payable at Purulia** and for NEFT payment system (A/c No:-1102104000061311, Name:- **SKBU STUDENT FEE COLLECTION, Name of Bank:-IDBI, Branch:- Purulia, IFSC :- IBKL0001102**) **within 26th November'2018 up to 5:00 pm.**

Dated: 1st November 2018

Registrar
Sidho-Kanho-Birsha University
Ranchi Road, P.O. Sainik School,
Purulia 723104