

Government of West Bengal
Higher Education Department
University Branch
Bikash Bhavan, Bidhannagar, Kolkata – 91

No. 141 – Edn(U)/1U-91- 08/11

Date: 28.02.2011

MEMORANDUM

Sub: Recruitment Rules for the Officers in the State-aided Universities

Pursuant upon issuance of this Department's order no. 78 – Edn(U) dt. 23.02.2010 regarding Revision of Pay and Allowances of the Officers of the State Aided Universities, the State Government taking into account other local conditions, has decided in its discretion to prescribe the following qualifications and norms for recruitment to the posts of various Officers in the state aided universities.

1. REGISTRAR/ CONTROLLER OF EXAMINATIONS/ INSPECTOR OF COLLEGES (Pay Band – Rs. 37,400/- - 67,000/- with a Grade Pay of Rs. 10,000/-). The posts shall be filled through direct recruitment.

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

- ii. High level of administrative experience in a Government or Quasi Government organisation or a good background in administration and management in senior position.
- iii. 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.
- iv. For the post of Inspector of Colleges, it will be essential to have experience in administration of colleges desirably in a position not less than that of a Principal of a College.

2. FINANCE OFFICER/ COMPTROLLER (Pay Band – Rs. 37,400/- - 67,000/- with a Grade Pay of Rs. 10,000/-). The posts shall be filled through direct recruitment.

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 specialisation 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.

3. DEAN OF STUDENTS WELFARE (Pay Band – Rs. 37,400/- - 67,000/- with a Grade Pay of Rs. 10,000/-). The posts shall be filled through direct recruitment.

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. Expertise in Behavioural Science will get preference

4. DIRECTOR OF FARMS (Pay Band – Rs. 37,400/- - 67,000/- with a Grade Pay of Rs. 10,000/-). The posts shall be filled through direct recruitment.

a. Essential Qualification

- i. Uniformly good academic record with a Master's Degree in Agronomy or recognised equivalent qualifications with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii. At least 10 years' experience in the management of farms in a senior administrative position.
- iii. Knowledge of Agricultural conditions in the country, preferably in the State of West Bengal.

b. Desirable

- i. A Doctorate degree or publication of merit in allied subjects.
- ii. Proven capacity of leadership in organisation and management of large size State or University farms.

5. DEPUTY REGISTRAR/ DEPUTY CONTROLLER OF EXAMINATIONS/ DEPUTY INSPECTOR OF COLLEGES/ SECRETARY, COUNCIL OF POST GRADUATE/ UNDERGRADUATE STUDIES/ COLLEGE COUNCIL, etc. (Pay Band – Rs. 15,600/- - 39100/- with a Grade Pay of Rs. 8,000/-). For the posts to be filled through direct recruitment.

a. Essential

- 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 Institutions 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 of Post Graduate Study.

OR

Comparable experience in research establishments 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 institutions like a College or a University or a research organisation.
- iii. For Deputy Controller of Examinations it is essential to have experience of at least 3 years in conducting of examinations in either undergraduate teaching institution or equivalent.

6. UNIVERSITY ENGINEER (Pay Band – Rs. 15,600/- - 39100/- with a Grade Pay of Rs. 8,000/-) For the posts to be filled through direct recruitment.

a. Essential Qualification

- i. Uniformly good academic record with a Bachelor's Degree in Engineering with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii. At least 10 years' experience in a position involving supervision, control and planning of construction work under Government/ quasi Government/ University/ Institute of Higher Learning.
- iii. Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.

b. Desirable

- i. A postgraduate Degree in Civil, Mechanical or Electrical Engineering

OR

Experience of 5 years in large scale industrial concern in a position involving decision making in planning, estimating, designing and supervision of construction.

7. MEDICAL OFFICER (Pay Band – Rs. 15,600/- - 39100/- with a Grade Pay of Rs. 8,000/-) For the posts to be filled through direct recruitment.

a. Essential Qualification

- i. An M.B.B.S. Degree recognised by the I.M.C.
- ii. At least 10 years' experience of medical practice in a Government/ Military/ Quasi Government hospital.
- iii. Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.
- iv. 10 years' experience in hospital may be relaxed in case of private practice of reputation for 15 years.

b. Desirable

- i. Post graduate Degree in any of the branches of Medical Science or Diploma in Public and Tropical Medicine.

8. OFFICER OF PLACEMENT AND TRAINING (Pay Band – Rs. 15,600/- - 39100/- with a Grade Pay of Rs. 8,000/-). For the posts to be filled through direct recruitment.

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 the case of exceptionally qualified candidates.

NOTE: For Jadavpur University a Post Graduate Degree/ Diploma in Engineering will be required

b. Desirable

- i. Experience in Major Industrial capacity in India particularly in West Bengal

OR

Experience in marketing or sales activities of a public sector organisation

9. DIRECTOR OF YOUTH SERVICES/ YOUTH WELFARE (Pay Band – Rs. 15,600/- - 39100/- with a Grade Pay of Rs. 8,000/-). For the posts to be filled through direct recruitment.

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' experience in a responsible administrative/ academic position in a University or in a college.
- iii. Recognised experience of at least five years' in Youth Service Work or sports, scouting, etc.
- iv. Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.

b. Desirable

- i. A degree or diploma in Social Welfare/ Physical education.

OR

Doctorate Degree or published research works in allied subjects

OR

A recognised degree or diploma from the National Institute of Sports

10. DEVELOPMENT & PLANNING OFFICER/ DEVELOPMENT OFFICER (Pay Band – Rs. 15,600/- - 39100/- with a Grade Pay of Rs. 8,000/-). For the posts to be filled through direct recruitment.

a. Essential

- 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' experience in a position involving supervision, control and planning of administration of Colleges, Universities/ Institutes of Higher Learning or Government or Quasi Government organisation.

- iii. Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.

b. Desirable

- i. A Doctorate or published work of high standard
- ii. Experience of at least 7 years in University or in Post Graduate Research organisation as Assistant Registrar or equivalent post. In that case, records of performance will be examined.

11. CURATOR/ DIRECTOR OF MUSEUMS (Pay Band – Rs. 15,600/- - 39100/- with a Grade Pay of Rs. 8,000/-). For the posts to be filled through direct recruitment.

a. Essential

- i. Uniformly good academic record with a Master's Degree in History or in Ancient Indian History with with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed and a Post Graduate Degree or Diploma in Museology.
- ii. At least 7 years' experience in a administrative position in a reputed museum.
- iii. Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.

12. SUPERINTENDENT OF FARMS CURATOR/ DIRECTOR OF MUSEUMS (Pay Band – Rs. 15,600/- - 39100/- with a Grade Pay of Rs. 8,000/-). For the posts to be filled through direct recruitment.

a. Essential

- i. Uniformly good academic record with a Master's Degree in Agronomy with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii. At least 10 years' experience in farm management in a Government or University farm.
- iii. Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.
- iv. Knowledge of Agricultural condition in the country particularly in West Bengal will be given preference.

b. Desirable

- i. A Doctorate Degree or published work of equal merit.

**13. AUDIT & ACCOUNTS OFFICER/DEPUTYFINANCE OFFICER/DEPUTY
COMPTROLLER (Pay Band – Rs. 15,600/- - 39100/- with a Grade Pay of Rs. 8,000/-).
For the posts to be filled through direct recruitment.**

a. Essential

- 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 Planning and Management of audit and Accounts.
- iii. Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.

b. Desirable

- i. Chartered Accountant or Cost accountant or Business Management Degree

**14. SENIOR SYSTEM ADMINISTRATOR/SENIOR SYSTEM ANALYST/ SYSTEM-IN-
CHARGE (Pay Band – Rs. 15,600/- - 39100/- with a Grade Pay of Rs. 8,000/-). For the
posts to be filled through direct recruitment.**

a. Essential

Uniformly good academic record with a Master's Degree in Computer/ Information Science/ Technology/ Computer Applications OR having a 'B' Level or above from DOEACC, Government of India with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed along with as least 5 years experience in system management in academic institution/ Government/ Quasi Government/ Corporate bodies.

b. Desirable

- i. Experienced in Unix/ Linux System and Network Administration.
- ii. Familiarity with PC and Network hardware and internet uplinks, installation and up gradation of Open Source and UMS (University Management Service, packages on servers and workstations.
- iii. Experience in security (Cisco security Application, PIX, IDS), Academic computing and Computer Lab and vendor management.

15. ASSISTANT REGISTRAR or Equivalent Posts (Pay Band – Rs. 15,600/- - 39,100/- with a Grade Pay of Rs. 6,000/-). For the posts to be filled through direct recruitment.

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' experience in a Supervisory capacity in a University or a Research Institute or a Government/ Quasi Government organisation.
- iii. At least 5 (five) years' administrative experience.
- iv. Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable Qualification

- i. A degree in Business Management or Law or Statistics or Planning.

16. ACCOUNTS OFFICER / AUDIT OFFICER /ASSISTANT FINANCE OFFICER/INTERNAL AUDITOR/ AUDIT & FINANCE OFFICER/ (Pay Band – Rs. 15,600/- - 39,100/- with a Grade Pay of Rs. 6,000/-). For the posts to be filled through direct recruitment.

a. Essential

- 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. 5 (five) years of working experience in Supervision, Control, Planning and Management of Accounts and Audit, preparation of budget in Government, Quasi-Government or University or Commercial Establishment.
- iii. Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable

- i. Chartered Accountant or Cost accountant or Business Management Degree.

17. SPORTS OFFICER/ OFFICER-IN-CHARGE OF GAMES & SPORTS Rs. 15,600/- - 39,100/- with a Grade Pay of Rs. 6,000/-) For the posts to be filled through direct recruitment.

a. Essential

- i. Constantly good academic records followed by Master Degree in Physical Education or a Master Degree with a diploma or degree in Physical Education.
- ii. A minimum of 5 years' experience in organising and conducting physical education or sports activities in a College/ Institute or Higher Learning. Preference will be given to candidate having Diploma /Degree from the National Institute of Sports.

Requirement of Master degree may be waived in case of graduate candidates with good academic record or at least 10 years experience of recognition in allied fields.

b. Desirable

- i. Expertise in sports, games and sports administration recognised by the All India Sports Council

18. ESTATE & TRUST OFFICER/ ESTATE OFFICER/ TRUST OFFICER (Rs. 15,600/- - 39,100/- with a Grade Pay of Rs. 6,000/-) For the posts to be filled through direct recruitment.

a. Essential

- i. A degree in Law or Management
- ii. At least 5 years' experience in dealing with matters for up-keeping of a estate including Management of properties, control of personnel, etc.
- iii. Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable

- i. Experience in gardening/ landscaping or experience in inventory control or as legal consultant to large scale industrial concern.

19. SUPERINTENDENT, UNIVERISTY PRESS (Rs. 15,600/- - 39,100/- with a Grade Pay of Rs. 6,000/-) For the posts to be filled through direct recruitment.

a. Essential

- 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. For graduates with degree/ diploma in Printing Technology, the Master's Degree may be waived.

- iii. At least 5 years' experience in printing and publication and in Management of Printing Press.
- iv. Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable

- i. 15 years' experience in Management of a Government/ University/College Press University Branch supervisory posting in which case the requirement of a Master's Degree may be waived.

20. PUBLICATION OFFICER (Rs. 15,600/- - 39,100/- with a Grade Pay of Rs. 6,000/-) For the posts to be filled through direct recruitment.

a. Essential

- 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. For graduates with degree/ diploma in Printing Technology, the Master's Degree may be waived.
- iii. At least 5 years' experience in editing and organising publication work through press.
- iv. Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable

- i. A degree or diploma in journalism. The requirement of Master Degree maybe waived for candidates having 15 years' experience in editing and publication work in publishing concern of high repute.

21. ASSISTANT ENGINEER (Rs. 15,600/- - 39,100/- with a Grade Pay of Rs. 6,000/-) For the posts to be filled through direct recruitment.

a. Essential

- i. Uniformly good academic record with a Bachelor's Degree in Engineering with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii. At least 5 years' experience in a position involving supervision, control and planning of construction work under Government/ Quasi Government organisation or in University and such other institutions.
- iii. The requirement of Bachelor's Degree may be waived in the case of A.M.I.E. with at least 15 years' experience as Sub-Assistant Engineer in a Government/ Quasi Government/University/ Institute of Higher Learning.

- iv. Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable

- i. Degree or equivalent qualification in Civil, Mechanical or Electrical Engineering.

22. ASSISTANT MEDICAL OFFICER/ JUNIOR MEDICAL OFFICER (Rs. 15,600/- - 39,100/- with a Grade Pay of Rs. 6,000/-) For the posts to be filled through direct recruitment.

a. Essential

- i. An M.B.B.S. degree recognised by the I.M.C.
- ii. At least 5 years' experience of medical practice in Government/ Military/ Quasi Government hospitals of 7 years' private medical practice of reputation.
- iii. Age not below 30 years. Relaxable in the case of exceptionally qualified candidates.

b. Desirable

- i. Diploma in Public Health/ Tropical Medicines or Post Graduate Degree in Medicine or allied medical subjects.

23. SYSTEM ADMINISTRATOR/INFORMATION SCIENTIST/ PROGRAMMER/SYSTEM ANALYST/ COMPUTER PROGRAMMER (Rs. 15,600/- - 39,100/- with a Grade Pay of Rs. 6,000/-) For the posts to be filled through direct recruitment.

a. Essential

Uniformly good academic record with a Master's Degree in Computer/ Information Science/ Technology/ Computer Applications OR having a 'B' Level or above from DOEACC, Government of India with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed along with as least 5 years experience in system management in academic institution/ Government/ Quasi Government/ Corporate bodies.

b. Desirable

- i. Experience in System Management and Networking with Web content filtering, Database Administration, User Support, Large Cluster Installation Management, Voice over IP.
- ii. Ability to handle Disaster Recovery, Storage Configuring, Daily Backup Procedure, etc.

NOTE:

- 1) In the case of promotion to the post of Assistant Registrar and equivalent posts, the Educational qualifications prescribed for direct recruitment need not be insisted upon but only those who are at least graduates should be eligible for promotion.
- 2) Qualification of Master's Degree may be relaxed in the case of candidates with at least 7 years' experience as Superintendent or in equivalent post in a University. In such case the performance records of such candidates for 7 years will also be examined.
- 3) In addition to the minimum eligibility criteria and experiences as stated above for each category of academic positions, the concerned universities may include other relevant qualifications/ experiences.
- 4) Relevant/ allied disciplines in each case, Good Academic Record and Maximum Age limit may be decided by the appropriate bodies of the concerned university.
- 5) A relaxation of 5% in the marks may be provided for the candidates belonging to SC/ST/Differently-abled (physically as well as visually) categories
 - a. At the Masters level required to satisfy the minimum eligibility criteria.
 - b. 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.

RESERVATION

The State Government norms regarding reservation [SC – 22%; ST – 6%; OBC (i) 10% for Category – A, (ii) 7% for Category – B; and Differently-abled Categories- 3%] as amended time to time should be followed.

This order issues in supersession of all previous orders in this regard.

Sd/- S.C. Tewari
Pr Secretary

Copy forwarded for information and necessary action to :

1. The Principal Accountant General (A&E), Treasury Bldgs, Kolkata-1.
2. The Accountant General (Audit-I), West Bengal, 4, Brabourne Road, Kolkata-1.
3. The Accountant General (Audit – II), West Bengal, MSO Buildings, CGO Complex, 5th Floor, DF Block, Salt Lake, Kol -91
4. Pay and Accounts Officer, Kolkata Pay & Accounts Office – I, 81/2/2 Phears Lane, Kol - 12.
5. Pay and Accounts Officer, Kolkata Pay & Accounts Office – II, P-1, Hyde Lane, Jahar Building, Kol- 73.
6. The Treasury Officer, Treasury,
P.O., Dist.
7. The Registrar, University,
P.O. Dist.
8. Finance Officer, University,
.....
9. Accounts Officer,University,
.....
10. Finance Department, (Group – N) of this Government.
11. Finance Department, (Group – P) of this Government.
12. Finance Department, (Group –B) of this Government.
13. Finance Department, (Group – T) of this Government.
14. The Audit Officer, Internal Audit Wing, Todi Mansion (9th Floor), P-15, India Exchange Place, Kol-73.
15. Accounts Officer, P.A.C., Bikash Bhavan, 6th floor, Kolkata-91.
16. P.S. to the MIC, Higher Education Department.
17. P.A. to the Principal Secretary of this Department.
18. Budget Branch of this Department.
19. Statistical Cell of this Department
20. Guard File.

Joint Secretary
Higher Education Department