



# VIDYASAGAR UNIVERSITY

MIDNAPORE - 721102

Employment Notification: *VU/R/Advt./ 05/2022 Dated: 25.05.2022*

Vidyasagar University invites application from the eligible Indian Nationals on the prescribed form available in the University website for the post of **(01) Assistant Controller of Examinations** on or before 03.06.2022 with Bank Draft in favour of "Vidyasagar University" payable at Midnapore of ₹ 600/-. For details of Minimum qualifications, age, experience and salary etc. please visit the University website [www.vidyasagar.ac.in](http://www.vidyasagar.ac.in)

**Registrar**  
**Vidyasagar University**

*Please Publish it in -*

- a. The Telegraph
- b. The Times of India – Ei Samay Combo
- c. The Biplabi Sabyasachi
- d. The Upatyaka,
- e. The Midnapore Times

*Copy forwarded for information to:*

- ✓ 1. The Senior Information Scientist for wide circulation in the University website,
2. Dr. Jitendra Nath Murmu, Establishment Section,
3. The Secretary to the Vice-Chancellor for information to the Hon'ble Vice-Chancellor,
4. The Office Supdt., Office of the Registrar



# VIDYASAGAR UNIVERSITY

MIDNAPORE - 721102

Employment Notification: VU/R/Adot./05/2022 Dated: 25.05.2022

Vidyasagar University invites application from Indian Nationals for filling up of the following posts:

1. **Assistant Controller of Examinations: 1 (One) Post (Unreserved).**  
**Pay Band: ₹ 57,700 (Level – 10) and other allowances as admissible.**

### Essential Qualifications:

- (i) Uniformly good academic record with a Master's degree with minimum 55% marks or its equivalent grade in the point scale where a grading system is followed.
- (ii) At least 10(ten) years' experience in a Supervisory capacity in a University or a Research Institute or a Government / Quasi government organization.
- (iii) At least 5 (five) years' administrative experience.
- (iv) Age not below 30 (thirty) years. Relaxable in the case of exceptionally qualified candidate.

### Desirable Qualification:

- (i) At least 3 (three) years' experience in conducting examinations in either undergraduate teaching institution or equivalent.

**NB: The applicants who have already applied for the post of Assistant Controller of Examinations against the Employment Notification bearing No. VU/R/Adot./02/2022 dated 07.02.2022 are requested not to apply again. However, they may send their updated bio-data along with supporting documents.**

### General Instructions:

1. Download application form available in the University website ([www.vidyasagar.ac.in](http://www.vidyasagar.ac.in)).
2. Bank Draft in favour "Vidyasagar University" payable at Midnapore of ₹ 600/-
3. Completed Application in all aspects should be sent to **The Registrar, Vidyasagar University, Midnapore – 721102, Paschim Medinipur, West Bengal** latest by 03.06.2022. The University will not be responsible for any postal delay. **Application should be sent in a sealed envelope mentioning the name of the post applied for.**
4. In case of Substantive posts, the appointment will be made initially for a period of 1(One) year. Based on the performance they may be regularized in the post.
5. The period of time spent by the candidates to acquire M.Phil and Ph.D degree shall not be claimed or considered as teaching/research experience for appointment to the post of Associate Professor / Professor.
6. OBC-A, OBC-B, SC, ST, EC certificate, (as the case may be, if applicable) issued by the competent authority of Govt. of West Bengal only, will be considered.
7. Persons employed in Government / Semi Government Organizations / Autonomous Bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' from present employer during the time of interview. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.
8. Age relaxation for SC/ST/OBCs/Ex-Serviceman and Persons with Disabilities (PWD) is applicable as per Government norms. Age relaxation is also applicable those are working at Vidyasagar University.
9. Candidates should submit their SC/ST/OBCs/ Ex-Serviceman, Disability Certificate issued by Competent Authority in the prescribed format along with the application form, in support of their claim.
10. The University reserves the right of rejecting any or all the applications without assigning any reasons thereof.

11. Candidates applying for more than one post may apply separately for each post.
12. Mere eligibility will not vest any right on any candidate for being called for interview / written test. The decision of the University in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection. **Canvassing in any manner would entail disqualification of the candidature.**
13. Incomplete applications or applications without self-attested copies of certificates or received after the last date are liable to be rejected. The University reserves the right to conduct the written / screening test, if the number of applicant is large for a particular post.
14. Applications received without requisite fees will be rejected.
15. **NO INTERIM ENQUIRIES WILL BE ENTERTAINED.**
16. **Applicants should submit an undertaking, available with application form in the University website ([www.vidyasagar.ac.in](http://www.vidyasagar.ac.in)).**
17. **One original and 07 (seven) photocopies of the duly filled-in application forms are to be submitted. All enclosures including self-attested copies of testimonials are to be submitted along with the first (original) copy.**

*Registrar*