

**THE UNIVERSITY OF BURDWAN**  
**RAJBATI : BURDWAN**  
**WEST BENGAL**

**Advertisement No. 01/2024-2025 Dated 25<sup>th</sup> February 2025**

Applications are invited from Indian citizens for the Post(s) as mentioned below, in the Pay Structure as noted against each and other admissible allowances, in the prescribed form to be downloaded from the University Website: [www.buruniv.ac.in](http://www.buruniv.ac.in) :-

**Price of Application Form**

<b>Pay Level</b>	<b>for General category</b>	<b>for Reserved category</b>
For the posts with Pay Level - 10 (Rs. 42600/- to Rs. 1,09,800/-)	Rs 1000/-	Rs 500/-
For the posts with Pay Level - 9 (Rs. 37,100/- to Rs. 95,500/-)	Rs 1000/-	Rs 500/-

Payment be made only through NEFT in the designated a/c No. **30011412523** [IFSC **SBIN0002033**, Branch: Burdwan University, Beneficiary Name: The University of Burdwan] with State Bank of India (SBI). After making the NEFT, the candidate are required to attach the scanned/digital copy of the Fee Payment Receipt with the application form [containing UTR No. or Transaction Reference No. for enabling the University to track the payment (through UTR) made by the candidate]. Downloaded Form shall accompany with 'Fee Payment Receipt' of requisite price for the mentioned posts. Completed application in the prescribed form along with photocopies of two sets of all credentials must reach the Receiving Section office of the Registrar's Department, The University of Burdwan, Golden Jubilee Building, Nurse Quarter More, Purba Bardhaman-713104, West Bengal, India by **05:00 p.m. of 13.03.2025**, to be submitted either by hand or through Post Office/Courier Service (through proper channel, in case of already employed candidates). **No application will be accepted after 05:00 pm of 13.03.2025**

No TA/DA is admissible for attending the interview. It should be noted that possession of minimum eligibility shall not confer any right to be called for interview. Incomplete applications/non payment of price of form, as prescribed, will be rejected. Selection shall not be confined to those who will apply formally.

- (1) **Personal Secretary to Vice-Chancellor (PB – Rs . 42600-109800 (Level -10):One post (UR) :** (a) **Essential Qualification:** (i) A Master Degree from recognized University/Institute. (ii) At least 3 (Three) years experience as Personal Secretary/Personal Assistant/Stenographer/Equivalent nature of Job. (iii) Proficiency in English Language and use of IT tools for Office work.
- (b) **Desirable Qualification :** A certificate course in computer application with MS Office and Internet Technologies.
- (2) **Personal Assistant to Vice-Chancellor (Pay Band PB- Rs. 37,100-95,500(Level-9): One post (UR) :** (a) **Essential Qualification –** (i) Any Masters Degree from recognized University/Institute or Any graduate degree with at least three years experience as Personal Assistant/Stenographer/Equivalent nature of Job. (ii) Proficiency in English Language and use of IT tools for Office work and Stenography.
- (b) **Desirable Qualification:** A certificate course in computer application with MS Office and Internet Technologies.

**General instructions to the Applicants**

1. Candidates applying for more than one post will have to apply separately for each post.
2. 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 a ‘**NO OBJECTION CERTIFICATE**’ from the present employer at the time of the interview. However, they should also submit an undertaking to that effect along the application form. No direct application from such candidates will be entertained.
3. The university reserves the right of rejecting any or all the applications without assigning any reason thereof.
4. Mere eligibility will not vest any right of any candidate for being called for interview/in any other form(s) of selection process. Only the short listed candidates will be called for interview. The decision of the university in all matters will be final.
5. All the certificates, testimonials and other relevant documents in original will be required at the time of interview for necessary verification (if called).
6. No correspondence from the candidates will be entertained in connection with the process of selection. Canvassing in any form will entail disqualification of Candidature.
7. No information will be sent to those candidates who are not shortlisted for interview.
8. (i) Appointment will be made on probation for one year. On satisfactorily completion of the probation period the incumbent concerned will be considered for being confirmation in

service. (ii) Service conditions as will be notified by order of the Dept. of Higher Education, Govt. of West Bengal from time to time, will be applicable.

9. Incomplete applications, applications without self-attested copies of certificates, applications without the requisite fees or applications received after the due date are liable to be rejected.
10. **Candidates must write Advt. No. and “Name of the Post Applied For” on the top of the envelope containing the application form.**
11. Any dispute (s), subject to jurisdiction will be under the Hon’ble High Court at Calcutta only.

Sd/-  
**Registrar (Officiating)**  
**The University of Burdwan**

THE UNIVERSITY OF BURDWAN



Paste here self attested recent passport size colour photograph

APPLICATION FORM For

(Personal Secretary to Vice-Chancellor/ Personal Assistant to Vice-Chancellor)

Advt.No.....Mandatory Field.....dt.....Mandatory Field.....

To
The Registrar
The University of
Burdwan Rajbati,
Burdwan 713 104

Sir,

I beg to apply for the post of.....Mandatory Field..... under the Category of
Mandatory Field.....in terms of your advertisements referred to above. The requisite particulars are given
below:-

- 1. (a)Name in full (BLOCK LETTER).....Mandatory Field.....
(b)Gender:.....Mandatory Field.....
2. (a)Father's/Husband's name & Occupation.....
(b) Mother's name & Occupation .....
(c) Phone/Mobile No. (i).....Mandatory Field.....
(ii)WhatsApp No.....
(d) E-mail.....Mandatory Field (Use BLOCK LETTER)
3. Postal address in full (Communication).....Mandatory Field.....
4. Permanent address.....Mandatory Field.....
5. Date of Birth (in Christian era).....Mandatory Field.....
Age (as on 1st January of the Year of Advertisement):.....Mandatory Field.....
6. Category to which he/she belongs\*: GEN/SC/ST/OBC-A/OBC-B/EWS.....Mandatory Field.....
(\*evidence to be produced)
7. Whether physically handicapped (PWD):.....Mandatory Field.....
(If yes, please submit copy of proof thereof)

8. Religion.....Mandatory Field.....

9. Marital status.....Mandatory Field.....

10. Whether a citizen of India.....Mandatory Field.....

11. If the advertisement contains provision for higher initial pay, minimum pay acceptable may be stated:  
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12. What languages (including Indian language) can you read, write or speak? Mandatory Field

Read only	Speak only	Read and Speak	Speak and Write

13. Particulars concerning academic career commencing with matriculation or equivalent examination to be stated chronologically. Failure at any examination or in any term must be specifically mentioned: Mandatory Field

Particulars	Madhyamik/Equivalent	H.S./Equivalent	Bachelor's Degree	Master's Degree
Qualifications (Exams)				
Division/Grade or Class				
Year of passing				
% of Marks				
CGPA (Point Scale)				
Main Subjects				
Board/University				
Any other information e.g. particulars of any prizes, medals, obtained.				

14. Professional Qualifications.....

15. Any other qualification: (Typed copies of other qualifications, publications of research work or other data may be furnished if the space provided is found to be insufficient)

(a) Details of any advanced Post-graduate work or published papers: Copies of papers should be furnished, if possible:

**No. of Papers:**

(i) National:.....(ii) International:.....(iii) Accepted for Publication.....

(b) Whether Ph.D. Awarded/Submitted: Yes/No.....Mandatory Field.....

If Awarded/Submitted Date of Award/Submission...Mandatory Field.....

(i) Title of the Thesis:.....Mandatory Field.....

(ii) Name of the University/Institute:.....Mandatory Field.....

(iii) Date of award:.....Mandatory Field.....

16. Details of employment since leaving School or College to be stated chronologically, gaps, if any, should be accounted for (Most recent first): Mandatory Field

Name of Office/Firm or institution where employed	Date of joining	Date of leaving	Reasons for leaving the previous service	Designation of post held and whether permanent or temporary	Give details of pay drawn, scale of pay, allowances, etc.
					Add row if required

17. If selected, how many days require before joining the post: Mandatory Field

18. NEFT details (provide UTR No. or Transaction Reference No.) ..... Mandatory Field

.....& date.....Mandatory Field..... Depositing the application fee Rs.....Mandatory Field....

19. Bank Details of Applicant: Mandatory Field

(a) Name of the Account Holder:-

(b) Name of the Bank and Branch code:-

(c) Account Number:-

(d) IFSC code:-

20. Particulars of activities, if any, in the University Officers' Training Corps/Indian Territorial Force/National Cadet Corps/Games/Sports/Type/Shorthand/Computer, etc. Mandatory Field

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.....

21. Whether applied previously for any post in The University of Burdwan. If so, details of it.....  
MandatoryField.....

22. Name of two referees, with details, to whom the candidate is known: Mandatory Field

(1).....

(2).....

23. Additional Information, if any, relevant to the suitability of the post applied for (A separate sheet may be attached, if needed):.....

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24. Extracurricular activities, if any.....

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25. Documents and attested copies of Certificates/Diploma/Degree, etc. *Mandatory Field*

- i. .... Index No.....
- ii. .... Index No.....
- iii. .... Index No.....
- iv. .... Index No.....
- v. .... Index No.....
- vi. .... Index No.....
- vii. .... Index No.....
- viii. .... Index No.....
- ix. .... Index No.....
- x. .... Index No.....

**DECLARATION**

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. If any information is found to be incorrect at any stage, my application shall be liable to be rejected.

*Date*.....

.....  
*Signature in full*

# THE UNIVERSITY OF BURDWAN



**Advertisement No.**.....Mandatory Field.....

**Date**.....Mandatory Field.....

**PARTICULARS OF CANDIDATES FOR THE POST OF**.....Mandatory Field.....

Under the Category of.....Mandatory Field..... **in THE UNIVERSITY OF BURDWAN**

1. (a) Name in full.....Mandatory Field..... **(In block letters)**

a. Gender:.....Mandatory Field.....

2. Present Address (Communication).....Mandatory Field.....

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3. Permanent Address.....Mandatory Field.....

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4. Phone No./Mobile No./E-mail/WhatsApp No:.....Mandatory Field.....

5. Date of Birth.....Mandatory Field.....Age (as on 1<sup>st</sup> of January of the date of Advertisement):.....

6. Academic Career (Stating Percentage of marks and/OR CGPA in each of the examination): Mandatory Field

Examination Passed	Division/Class	Year of Passing	University/Board	% of Marks	CGPA
Madhyamik/or its equivalent					
H.S or its equivalent					
B.A/B.Sc/B.Com.					
M.A/M.Sc/M.Com.(Pl. mention spl. Paper, if any)					
Others					

7. Any other information (e.g., Prizes or Medals obtained from the University).....

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8. Particulars of Doctoral Degree, if any (Awarded/Submitted): Mandatory Field

Title of Thesis..... Date

of award/submission: .....



9. Details of advanced Post-Graduate work of.....Mandatory Field.....

No. of published papers: National-.....International-.....

10. Present Employment:-Mandatory Field

(i) Employer.....

(ii) Designation held .....

(iii) Present basic pay with scale of pay.....

11. Other emoluments, if any.....Mandatory Field.....

12. Minimum basic pay acceptable, if selected.....Mandatory Field.....

13. Bank Details: Mandatory Field

(e) Name of the Account Holder:-

(f) Name of the Bank and Branch code:-

(g) Account Number:-

(h) IFSC code:-

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*Signature in full of the applicant with date*