



**BODOLAND UNIVERSITY**  
**A State University, Established under the Bodoland University Act, 2009**  
**KOKRAJHAR – 783370, ASSAM**

Advt. No. BU/Advt./TS-NTS/2019/02, Dated: 14 /6/2019

**Applications are invited from the Eligible Candidates for the following Non Teaching Posts of Bodoland University.**

Sl. No.	Name of the Post	No. of Post	Category	Pay Scale
1	Registrar	01	Un-reserved	1,44,200-2,18,200/-
2	Director, College & University Dev. Council	01	Un-reserved	1,44,200-2,18,200/-
3	Academic Registrar	01	Un-reserved	1,44,200-2,18,200/-
4	Controller of Examination	01	Un-reserved	1,44,200-2,18,200/-
5	Finance Officer	01	Unreserved	1,44,200-2,18,200/-
6	Librarian	01	Un-reserved	1,44,200-2,18,200/-
7	Joint Registrar	01	Un reserved	1,18,500-2,14,100/-
8	Deputy Registrar	01	ST(P)-1	78,800-2,11,500/-
9	Medical Officer (Allopathic)	01	Un-reserved	PB 30,000-1,10,000/- GP 13,900/-

**REQUIRED QUALIFICATION & EXPERIENCE:**

**Registrar/Director, College & University Dev. Council/Academic Registrar/Controller of Examinations**

- i) Master's Degree with at least 55% of the marks or an equivalent Grade in a point scale wherever grading system is followed.
- ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.  
**OR**
- iii) Comparable experience in research establishment and/or other institutions of higher education.  
**OR**
- iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

**Desirable: Ph. D. degree**

The post of Registrar, Finance Officer and Director, College & University Development Council are term post for the period of 5 years or attainment of 60 years of age, whichever is earlier.

**The age of superannuation of Controller of Examinations & Academic Registrar shall be 60(sixty) years.**

**LIBRARIAN:**

- (i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point-scale wherever the grading system is followed.
- (ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.
- (iii) Evidence of innovative library services, including the integration of ICT in a library.
- (iv) A Ph.D. Degree in library science/information science/documentation/archives and manuscript-keeping.

**JOINT REGISTRAR**

- (i) Master's Degree with at least 55% of the marks or equivalent grade in a point scale wherever grading system is followed.
- (ii) A minimum of 5 (five) years of experience as Deputy Registrar or in an equivalent post in the GP of Rs. 7600/- in a university or Higher Education Institution.

OR

At least 12 years of experience as Assistant Professor in the AGP of Rs. 7000/- & above or 5 years of service in the AGP of Rs. 8000/- & above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishment and /or other institution of higher education.

Desirable: Person having exposure in development of computerized working environment, MIS and ERP of common administrative functions, record management and attendance monitoring system, training functions and HR/competency development of employees working in a higher educational institution is desirable. Professional qualification in the area of Management is desirable.

**DY. REGISTRAR:**

- (i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- (ii) Nine years of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration, **or**
- (iii) Comparable experience in research establishment and/ or other institutions of higher education, **or**
- (iv) 5 years of administrative experience as Assistant Registrar or in equivalent post.

**MEDICAL OFFICER:** Allopathic: MD/MBBS Degree registered by IMC.

**Age:** (a) Should not be above 55 years of age as on 12<sup>th</sup> July, 2019 for the Sl. No. 01 to 06. (b) Should not above 38 years of age as on 12<sup>th</sup> July, 2019 (upper Age is relaxable by 5 years for ST/SC candidates and 3 years for OBC/MOBC candidates) for Sl. No. 7 to 9) and in case of proper channel candidates having maximum age of 50 years as on 12<sup>th</sup> July, 2019 may apply.

**Application Form:** Prescribed Application form is available in the University Website: [www.bodolanduniversity.ac.in](http://www.bodolanduniversity.ac.in)

**Application Fee :** Candidates will be required to pay an amount of Rs. 1,000.00 for general category candidates (in case of ST/SC Rs. 500.00) as an application fees for the post by Demand Draft in favour of **Registrar (i/c), Bodoland University** payable at **SBI, North Kokrajhar Branch (Code – 7379), Kokrajhar.**

**Last Date of receiving applications:** Completed application in the prescribed form along with attested copies of all testimonial in support of qualification, experience, age, caste including mark sheets accompanied with bank draft must reach: The Registrar (i/c), Bodoland University, P.O. Rangalikhata (Debargaon), Dist.- Kokrajhar (Assam), Pin-783370, **latest by 12<sup>th</sup> July,2019 up to 3.00 P.M.** Those who are willing to apply for more than one post, must submit separate application forms with separate application fees. The name of the post and Department must be written on the envelope of the application.

Those who are in employment must submit their application through proper channel as per format given in Part – C. Candidates will have to appear an interview at their own cost. Mere fulfillment of academic qualifications and experience will not entitle a candidate to be called for interview.

**Pension:** All recruitment shall be governed by the provision under **New Pension Scheme (NPS)** of Govt. of India with all its amendments, made from time to time, whichever is applicable.

**Only Short listed candidates will be called for interview.**

**N.B.: The University authority reserved to right of accepting or rejecting applications or appointment in any post as per requirement of university.**

Registrar (i/c),  
Bodoland University

Memo No. BU/Advt./TS-NTS/2019/02

Dated: 14 /6/2019.

Copy for information to:-

1. The Secretary to the Governor of Assam, Raj Bhavan, Guwahati-781001.
2. The Additional Secretary, Higher Education, Govt. of Assam, Dispur-6.
3. The Director, Higher Education, Govt. of Assam, Kahilipara, Guwahati-19.
4. The Vice-Chancellor, Bodoland University.
5. The System Administrator, B.U. with a request to upload the same in B.U. website.
6. Concerned File.

Registrar (i/c),  
Bodoland University

Part – A

BODOLAND UNIVERSITY  
RANGALIKHATA (DEBARGAON) KOKRAJHAR, ASSAM – 783370, INDIA

APPLICATION FORM FOR NON-TEACHING POSTS

(Please read carefully the general conditions/instructions given below before filling the application form)

GENERAL CONDITIONS/INSTRUCTIONS

Paste Passport  
Size Photograph  
(Self Attested)

- Indian nationals only need to apply.
- Applicants should fill particulars in his/her own handwriting neatly and clearly or type.
- Latest Passport Size Photograph should be pasted at specified place.
- Self Attested photo copies of all relevant certificates, degrees, mark sheets, testimonials, etc. in support of age, qualifications, caste, experience must be enclosed with the application.
- Candidate belonging to/applying under any reserved category SC/ST(P)/ST(H)/OBC & MOBC/PWD(OH/VH/HH) must enclose photo copy of caste/category certificate, issued by the competent authority.
- Applicants in employment should get their application endorsed from their employer.
- The envelope containing application form should be superscribed as :  
“ Application for the post of .....(Name of the post)”.
- Applications should be addressed to: **The Registrar, Bodoland University, Rangalikhata (Debargaon), Kokrajhar, Assam – 783370, along with self address (Rs. 5.00) stamp envelope.**
- Only short listed candidates will be called for interview.
- The University reserves the right to fill or not to fill any or all of the posts advertised.
- No correspondence whatsoever will be entertained from the candidates regarding postal delay, conduct & result of interview and reasons for not being called for the interview.
- Canvassing in any form will be a disqualification.
- Applicant must fill in all the particulars of Part – A and Part – B(I-II).
- No TA/DA will be given for attend in the Interview.
- Incomplete application form/without prescribed fee/without supporting documents (as per Sl. 4), application would be rejected.
- Application fee must be submitted to **The Registrar, Bodoland University**, in the form of Demand Draft, Payable at **SBI, North Kokrajhar Branch (Code – 7379)**, Kokrajhar.

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Post applied for :.....

Advertisement No. and Date. :.....

Name of the applicant :.....

Signature of Applicant.

→ Part – B(I)

Part – B(I)

- Name of the Applicant (Capital Letter):.....
- Father’s Name :.....
- Date of Birth :

D	D	M	M	Y	Y	Y	Y

4. Age as on (12/07/2019):..... Years .....months.....days.
5. Whether applying under any :.....(Yes/No)  
reserved category as per  
advertisement if yes, name of the category :.....  
SC / ST / OBC / PWD (OH / VH / HH)
6. Employment Exchange Registration No. (Copy enclose) :.....
7. (a) Address for Communication :.....  
.....  
Phone No.....Mobile No.....  
Email.....
- (b) Permanent Address :.....  
.....  
Phone No.....Mobile No.....  
Email.....
8. Sex :.....(Male/ Female)
9. Nationality :.....
10. Marital Status :.....(Married/Unmarried)

11. Education Qualifications (HSLC onwards) : [Attach additional sheet if required]

Exam Passed/Degree obtained	Board/ University	Institute	Passing Year	Class/Division	% of marks obtained

12. Professional/Technical/Other Qualification(s) : (if any)

Degree/Diploma obtained	Board/ University	Institute	Passing Year	Class/Division	% of marks obtained

→ Part – B(II)

**Part – B(II)**

13. Details of Past Employment (Works Experience if any) :

Organisation/Institute	Position held	Date of Joining	Date of Leaving	Length of Service	Nature of duties	Salary/Pay Scale

14. Do you have computer proficiency :.....(Yes/No)

If yes, state which you know and work with confidence:.....

- 15. Special interest if any :.....
- 16. Indicate the time you will require to join if selected:.....
- 17. Any other Information:.....  
[Attach additional sheet if required]
- 18. Details of fee paid/ attached : a) Amount of fee .....  
b) Draft No.....Date .....  
c) Name of Bank .....

I hereby declare that information given by me in this application form is complete and correct in all respects to the best of my knowledge and belief. I understand that I shall be liable for furnishing any wrong information in this application form and competent authority can take appropriate action against me at any stage.

Date : Signature of the applicant

Place : Name in Full.....

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Details of Enclosure sent with this application form :

- 1. 7.
- 2. 8.
- 3. 9.
- 4. 10.
- 5. 11.
- 6. 12.

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**Part – C**

**ENDORSEMENT FORM FROM EMPLOYER  
(for applicant in employment)**

Certified that ..... has been an employee of ..... (name of the organization) since ..... (date). At present he/she is working as ..... Information given in this application have been verified and found correct as per our record.

This organization has no objection to his/her for applying the post referred in the application.

Memo No. Signature

Date : Name :

Place :

Designation :

Office Seal :

Name of the organization :

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