

THE UNIVERSITY OF BURDWAN
RAJBATI : BURDWAN
WEST BENGAL

Advertisement No. : 10/2015-2016

Dated, February 09, 2016

Applications are invited from Indian citizens for filling up the following post on temporary basis in prescribed form to be downloaded from the university website **www.buruniv.ac.in** from **11/02/2016 to 29/02/2016**. Completed application in prescribed form along with photo-copies of all credentials has to be submitted in the office of the Registrar from **11/02/2016 to 29/02/2016 (up to 4 p.m.)** [through proper channel in case of already employed candidates]. No TA/DA is admissible for attending tests/examinations and interview, if called for. It should be noted that possession of minimum eligibility shall not confer any right to be called for tests/examinations and interview. The posts will be filled up by observing the reservation of quota as per rules. Incomplete applications are likely to be rejected.

Downloaded form shall accompany a crossed demand draft drawn in favour of the Finance Officer, the University of Burdwan of requisite price as mentioned below:

| | | |
|------------------|----|-----------|
| General category | .. | Rs. 250/- |
| OBC category | .. | Rs. 150/- |
| SC, ST category | .. | Rs. 100/- |

Assistant Librarian Grade-II : (Pay Band – Rs. 9,000 - 28,300/- with GP – Rs. 4400/-)
[08 Posts – (SC-01, *SC-01, UR-03, *UR-01, ST-01, OBC(A)-01)]

Qualification: Graduate in any stream with degree in Library Science

Age :- Not above 40 years as on 09/02/2016, relaxation of age for reserved categories will be applicable as per Government of West Bengal rules.

N.B. – (1) Must submit a self-addressed envelope (9” x 4”) along with the application form. Candidates who want to apply for more than one post must apply in separate application form against each post.

(2) * Includes exempted category

Sd/- D. K. Panja
REGISTRAR

THE UNIVERSITY OF BURDWAN



APPLICATION FORM FOR NON-TEACHING POST (To be filled in by the candidate in his/her own handwriting)

**Affix self
attested recent
passport size
photograph**

**To
The Registrar
The University of Burdwan
Rajbati, Burdwan
Pin: 713104**

Sub : Application for the post of

Ref : Adv./Notification Nodated.....

Sir,

With reference to your above Notification /Advertisement, I beg to apply for the post of.....
.....the particulars as regards my candidature for the post are given below:

1. Name in full (in block letters) :
2. (a) Present address :
- (b) Permanent address :
- (c) Phone/Mobile No. :
- (d) e-mail (if any) :
3. Father's Name :
4. Mother's Name :
5. Husband's Name :
(in case of married women only)
6. Date of Birth(in Christian era) :
7. Age on the date of application :
8. Academic attainments :

| Examination Passed | University/Board | Division/Class | Year of passing | % of Marks |
|-------------------------------------|------------------|----------------|-----------------|------------|
| Madhyamik or its equivalent | | | | |
| IA/I.Sc./UE/PU/HS | | | | |
| BA/B.Sc/B.Com or its equivalent. | | | | |
| M.A./M.Sc./M.Com. or its equivalent | | | | |
| Others, if any | | | | |

[Statement under serial no. 8 be attested by Gazetted Officer/
University Officer/Head Master/Principal with Official Seal]

ATTESTED

[2]

9. Whether **SC/ST/OBC/Physically Handicapped** :
[if yes furnish necessary document(s)]
10. Nationality :
11. Employment Exchange Registration No. :
with date, if any
12. Experience, if any :
13. Crossed Demand Draft of Rs.....bearing No.....& date.....
14. Present employment, if any :
15. Any other information, if any :

I solemnly declare that the particulars furnished above are true to the best of my knowledge and belief. If any information is found to be false/incorrect at any stage, my application shall be liable to be rejected.

Date:

Yours faithfully,

Place:

(Signature of the candidate in full)

Enclosure :

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- N.B.** : 1. Incomplete applications are likely to be rejected.
2. Application and Attested copies of testimonials [two sets] in support of Age, Caste (for S.C./S.T.), Physically handicapped Certificate, if any, are to be enclosed.
3. No column/item be kept blank, please put 'X' mark or write 'Nil' against the column(s) which is/are not applicable.
4. Date of written test, venue and roll no. will be published through the University website.
5. The self attested Admit Card (candidate's copy and the institution copy) should be submitted along with the application form.

THE UNIVERSITY OF BURDWAN



**Affix self
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photograph**

**ADMIT CARD
(FOR WRITTEN TEST)**
(To be filled in by the candidate)

(Institution copy)

Name of the candidate _____

Post applied for _____ Category _____

Roll No. _____ (for office use only)

Venue _____ (for office use only)

Signature of the candidate in full

.....

THE UNIVERSITY OF BURDWAN



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**ADMIT CARD
(FOR WRITTEN TEST)**
(Candidate's copy)
(To be filled in by the candidate)

Name of the candidate _____

Post applied for _____ Category _____

Roll No. _____ (for office use only)

Venue _____ (for office use only)

Signature of the candidate in full