



Government of West Bengal
Higher Education Department
Integrated law Cell
Bikash Bhavan, Bidhannagar, Kolkata – 91

No 143 – ILC/OM-15L/2016

Date: 14/06/2016

MEMORANDUM

**RECRUITMENT RULES FOR THE OFFICERS
IN THE
WEST BENGAL UNIVERSITY OF TEACHERS TRAINING, EDUCATION PLANNING &
ADMINISTRATION**

Pursuant upon the establishment by The West Bengal University of Teachers' Training, Education Planning and Administration Act, 2014, the State Government, taking into account the local conditions, has decided to prescribe the following qualifications and eligibility criteria for recruitment to the posts of various Officers in the University

1. REGISTRAR

Scale of Pay: Pay Band – Rs. 37,400/- - 67,000/- with a Grade Pay of Rs. 10,000/-

(a) Essential Qualification:

- (i) Uniformly good academic record with a Master's Degree with minimum 55% marks or it's 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 years 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 establishment and other institutions of higher education.

OR

15 (Fifteen) years of administrative experience, of which 8 years shall be as Deputy Registrar or an 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

High level of administrative experience in a Government or Quasi Government organization or a good background in administration and management in senior position.

- (ii) Having at least 3 years administrative experience in the field of Teacher Education or in University level in the equivalent post
- (iii) Candidate should have sound knowledge about the courses, curriculum of Teacher Education.

2. FINANCE OFFICER

Scale of Pay: Pay Band - Rs. 37,400/- - 67,000/- with a Grade Pay of Rs. 10,000/-

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 specialization 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. CONTROLLER OF EXAMINATIONS

Scale of Pay: Pay Band - Rs. 37,400/- - 67,000/- with a Grade Pay of Rs. 10,000/-

(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

- High level of administrative experience in a Government or Quasi Government organisation or a good background in administration and management in senior position.
- (ii) 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.
 - (iii) Candidate should have sound knowledge about the courses, curriculum of Teacher Education.

4. DIRECTOR OF SCHOOL OF STUDIES

Scale of Pay: Pay Band – Rs. 37,400/- - 67,000/- with a Grade Pay of Rs. 10,000/-

(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) An eminent scholar with Ph.D qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.
- (iii) A minimum of ten years of teaching/service experience in University/College/Directorate of Education/NCERT/SCERT and/or experience in research at the University/National level Institution/industries, including experience of guiding candidates for research at doctoral level.
- (iv) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.
- (v) An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/ relevant discipline, to be substantiated by credentials.

OR

Two years of field work comprising teaching at the School level.

- (vi) Age not less than 40 years. Relaxable in the case of exceptionally qualified candidate.

(b) Desirable Qualification:

- (i) Having at least 3 years administrative experience in a Government or Quasi Government organization or a good background in administrative and management in the field of Teacher Education.
- (ii) Candidate should have sound knowledge about the courses, curriculum of Teacher Education.

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.

Sd/- *Vivek Kumar*
Principal Secretary