



Phone: (03564) 255046

# ALIPURDUAR UNIVERSITY

P.O. Alipurduar Court :: Dist. Alipurduar :: ( W. B.) :: Pin – 736122

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No: APDU/Reg./Notice/003/2022

Date: 07.01.2022

## NOTICE

Applications are invited through speed post only for the post of **One Finance Officers, One Controller of Examinations, One Technical Assistant, One Attendant and One Driver** purely on temporary basis within 20.01.2022. Applications received after the said date will not be entertained.

For further details please visit [www.alipurduaruniversity.ac.in](http://www.alipurduaruniversity.ac.in).

Sd/-  
Registrar (Additional Charge)  
Alipurduar University



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## EMPLOYMENT NOTICE

1. **Finance Officer:** 1(One) Post, purely on temporary basis

**Consolidated Pay:** As per the norms laid down by the Government of West Bengal

**Age:** Minimum 61 and Maximum 64 years

**Essential Qualifications:**

- i) Retired Finance Officer or retired Treasury Officer or retired Audit and Accounts Officer or retired Accounts Officer of any Central or State Sponsored University or Government Organization or any private establishment with at least 15 years of experience.
- ii) Good academic record as per the UGC norms.

2. **Controller of Examination:** 1(One) Post, purely on temporary basis

**Consolidated Pay:** As per the norms laid down by the Government of West Bengal

**Age:** Minimum 61 and Maximum 64 years

**Essential Qualifications:**

- i) Retired Controller of Examinations or retired Deputy Controller of Examinations or retired Deputy Registrar or retired Assistant Registrar of any Central or State Sponsored University or any private establishment with at least 15 years of experience.
- ii) Good academic record as per the UGC norms.

Preference will be given to the candidate having experience of various assignments such as conduction of examinations including evaluation, compilation of results and result declaration.

3. **Technical Assistant:** 1(One) Post, purely on temporary basis.

**Consolidated Pay:** As per the norms laid down by the Government of West Bengal

**Age:** Minimum 28 and Maximum 40 years

**Essential Qualifications:**

- i) Graduate in any stream.
- ii) Diploma/Certificate Course in Computer.
- iii) Candidate having experience at least six years in Colleges/Universities.



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**4. Attendant:** 1(One) Post, purely on temporary basis.

**Consolidated Pay:** As per the norms laid down by the Government of West Bengal

**Age:** Minimum 28 and Maximum 40 years

**Essential Qualifications:**

- i) Madhyamik or equivalent examinations.
- ii) Candidate having experience of at least one year in Colleges/Universities.

**5. Driver:** 1(One) Post, purely on temporary basis.

**Consolidated Pay:** As per the norms laid down by the Government of West Bengal

**Age:** Minimum 28 and Maximum 40 years

**Essential Qualifications:**

- i) Should possess a valid Driving License.
- ii) Minimum of Class VIII (Eight) pass.
- iii) Candidate having experience at least one year of driving vehicle in Colleges/Universities.

**General Instructions:**

1. Details about the interview will be communicated only to the shortlisted candidate.
2. Decision of the selection committee will be final regarding the appointment.

Sd/-

Registrar (Additional Charge)

Alipurduar University