

Advertisement No. : 02(two), Date: 19-09-2016

**MAHARAJA BIR BIKRAM UNIVERSITY**  
**AGARTALA, TRIPURA**  
**PIN: 799 004**

**ADVERTISEMENT FOR DIRECT RECRUITMENT IN DIFFERENT  
ADMINISTRATIVE POSTS OF MAHARAJA BIR BIKRAM UNIVERSITY,  
AGARTALA, TRIPURA**

Applications are invited from Indian Citizens in the prescribed forms for the Administrative Posts of Registrar, Controller of Examinations, Finance Officer, Librarian, Assistant Registrar and Assistant Controller of Examinations to be downloaded from the website **www.highereducation.tripura.gov.in**. Downloaded forms shall accompany with a Crossed Demand Draft of **Rs. 1,000/- (Rs. 750/- for reserved categories)** only from SBI drawn in favour of the Drawing & Disbursing Officer (DDO) of the MBB University for the posts mentioned above. Applicants must have the minimum qualifications & experience as indicated in the advertisement against each posts reflected in the Website **www.highereducation.tripura.gov.in**. Completed application in the prescribed proforma along with self-attested photocopies of two sets of all credentials must reach the Office of the Officer-on-Special-Duty, MBB University **by 31<sup>st</sup> October, 2016**. In-service candidates shall apply through proper channel. No. TA/DA is admissible for attending the interview to be invited for the purpose. It should be noted that possession of minimum eligibility shall not confer any right to be called for interview. Incomplete applications will be rejected on scrutiny.

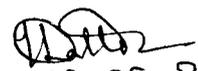
**Pay Band (PB) and Grade Pay (GP) for each post:**

Registrar/ Controller of Examinations/ Librarian      of Finance Officer/      : PB Rs. 37,400-67,000 plus GP Rs. 10,000

Assistant Registrar/ Controller of Examinations      Assistant      : PB Rs.15,600-39,100 Plus GP Rs. 5,400

**Vacancy position and reservation status:**

Registrar	- 01(one) (UR)
Controller of Examination	-01(one) (UR)
Finance Officer	-01(one) (UR)
Librarian	-01(one) (UR)
Assistant Registrar	-01(one) (UR)
Assistant Controller of Examination	-01(one) (UR)

  
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**Essential Qualification for the post of Registrar:**

Good academic record as defined by UGC with at least 55% of the marks or equivalent grade where grading system is practiced at the Master's degree level in a relevant subject from an Indian University or an equivalent degree from an accredited foreign University.

**Experience:**

- (i) At least 15 years' of experience as 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,

**Or**

- (ii) Comparable experience in research establishment and / or other Institutions of Higher Education,

**Or**

15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post,

**ESSENTIAL QUALIFICATIONS FOR THE POST OF CONTROLLER OF EXAMINATIONS:**

- (i) A master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale from a recognized University/ Institute.  
(ii) At least 15 years of experience as Assistant professor in the AGP of Rs.7000 and above or with 8 years of service in AGP of Rs.8000/- and above including as Associate professor along with experience in educational administration

**Or**

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

**Or**

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

**Desirable: relevant experience of the University Examination System.**

**ESSENTIAL QUALIFICATIONS FOR THE POST OF FINANCE OFFICER:**

- (i) A Master's Degree with Commerce or Business Administration (Finance) or comparable equivalent degree in relevant area with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale from a recognized University / Institute.  
(ii) At least 15 years of experience as 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

**Or**

Comparable experience in research establishment and/or other institutions of higher education,

**Or**

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post with experience in Finance and Accounts

**Or**

  
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A Commerce Graduate and qualified CA/ICWA with at least 15 years work experience in the relevant field of activities.

**ESSENTIAL QUALIFICATIONS FOR THE POST OF LIBRARIAN:**

- (i) A Master's Degree in Library Science/ Information Science/ documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in the Regulations.
- (ii) At least thirteen years as a Deputy Librarian in a University library or eighteen years' experience as a College Librarian.
- (iii) Evidence of innovative library service and organization of published work.
- (iv) Desirable: M. Phil. /Ph. D. Degree in library science/ information science/documentation / achieves and manuscript-keeping.

**ESSENTIAL QUALIFICATIONS FOR THE POST OF ASSISTANT REGISTRAR:**

- i) Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale along with a good academic record from a recognized University/ Institute.  
Desirable: Post Graduate degree in Commerce or Business Administration with specialization in Finance or holding ICWA/CA qualifications may be given preference for recruitment to the post of Assistant Registrar(Finance).

**ESSENTIAL QUALIFICATIONS FOR THE POST OF ASSISTANT CONTROLLER**

- (i) Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale from a recognized University/ Institute.

**Desirable: Experience in the University Examination System.**

**Maximum age limit as on the last date of receiving application are:**

Registrar/ Controller of Examination/ Finance Officer/ Librarian : Maximum 55 years. (Relaxable by 5(five) years in case of SC/ST/PH candidates and Government servants. However, the SC/ST/Govt. Servant will not get the further relaxation of 5(five) years over and above relaxation of 5 (five) years which they are already entitled to get as SC/ST candidates).

Assistant Registrar/ Assistant Controller of Examinations : 18 to 40 Years. Relaxable by 5(five) years in case of SC/ST/PH candidates and Government servants. However, the SC/ST/Govt. Servant will not get the further relaxation of 5(five) years over and above relaxation of 5 (five) years which they are already entitled to get as SC/ST candidates.

**Note:**

**Application will be received in hard copies only and no online application will entertained.**

  
19.09.2016

**(Haripada Datta)**  
Officer-on-Special-Duty(I/c)  
MBB University

**MAHARAJA BIR BIKRAM UNIVERSITY**  
**APPLICATION FORM (For the post of Officers)**

**To**  
**The Officer-On-Special-Duty,**  
**Maharaja Bir Bikram University,**  
**Agartala, West Tripura,**  
**Pin: 799004.**

Sir,

I intend to apply for the post of .....  
in terms of your advertisement as referred to above. The requisite particulars  
are given below:

1. Name in full (Block capital) :-
2. (a) Father's /Husband's name. :-  
(b) Mother's name. :-  
(c) Phone/Mobile No. :-  
(d) e-mail :-
3. Postal address in full :-  
(Communication)
4. Permanent address :-
5. Date of birth (in Christian era) :-  
Age on the date of application
6. Category to which he/she belongs\*: Gen  SC  ST  PWD   
(\*evidence to be produced)(Pl. Tick)

**7. Educational Qualifications:**

Examination passed	Division/ Class/ CGPA	Year of passing	Subject taken	University /Board	% of marks
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)					
M Phil					
Ph. D					

8. Professional Qualifications :- .

9. Particulars of technical/teaching or administrative/ experience present employment.

Name of Institution served & position held	Period	Scale of pay, basic other allowances to be shown separately

10. 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).

:-

11. Extracurricular activities, if any

:-

12. Religion

:-

13. Marital status

:-

14. Whether a citizen of India

:-

15. Present Employment

:-

i) Employer.

ii) Designation held.

iii) Present basic pay with scale of pay:-

16. If appointed, what notice would be required before Joining the post

:-

17. Cash Challan of the University or Crossed Demand Draft bearing No..... & date..... on .....

Depositing the application fee Rs.....

:-

18. Name of two referees to whom the candidate is known: 1.

2.

19. Documents and self attested copies of :-  
Certificates/Diploma/Degree, etc.

i)

- ii)
- iii)
- iv)
- v)
- vi)
- vii)

20. Additional information, if any, relevant to the Suitably of the post applied for (A separate sheet may be Attached, if needed)

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**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.

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Signature of applicant in full

Date:.....