

**UTTAR BANGA KRISHI VISWAVIDYALAYA**  
**PUNDIBRI, COOCH BEHAR, WEST BENGAL-736165**  
**Advt. No. UBKV/DEE/KVK-01 /2014**

Applications are invited from the Indian Nationals for the following posts for different Krishi Vigyan Kendras (Cooch Behar, Darjeeling, Uttar Dinajpur, Dakshin Dinajpur and Malda districts) under the aegis of Uttar Banga Krishi Viswavidyalaya.

| Sl. No. | Designation of the post   | No. of posts  | Category                                | Scales of pay plus Grade pay            | Age as on 01.01.2014 (Maximum) |
|---------|---|---------------|---|---|--------------------------------|
| A.      | Programme Co-ordinator  | 3             | SC-2; ST-1                              | Rs. 37,400-67,000/-<br>RGP- Rs. 9,000/- | 45                             |
| B.      | Subject Matter Specialist   | 13<br>(Total) |   | Rs. 15,600-39,100<br>RGP-Rs. 5,400/-    | 40                             |
|         | i. Animal Science   | 3             | UR(PWD)-1; OBC(B)-1;<br>ST-1            |   |                                |
|         | ii. Agril. Extension /<br>Veterinary Extension /<br>Dairy Extension | 1             | SC-1                                    |   |                                |
|         | iii. Home Science   | 2             | UR-1; UR (PWD)-1                        |   |                                |
|         | iv. Horticulture  | 3             | UR-1; OBC(A)-1; ST-1                    |   |                                |
|         | v. Plant Protection   | 3             | UR-2; USC-1                             |   |                                |
|         | vi. Soil Science &<br>Agricultural Chemistry                        | 1             | OBC (B)-1                               |   |                                |
| C.      | Programme Assistant<br>( Computer )                                 | 1             | SC-1                                    | Rs. 9,300-34,800/-<br>GP-Rs. 4,200/-    | 35                             |
| D.      | Assistant   | 3             | SC-2; OBC(A)-1                          | Rs. 9,300-34,800/-<br>GP-Rs. 4,200/-    | 35                             |
| E.      | Stenographer Grade III  | 2             | SC-2                                    | Rs. 5,200-20,200/-<br>GP-Rs. 2,400/     | 35                             |
| F.      | Driver  | 1             | OBC (B)-1                               | Rs. 5,200-20,200/-<br>GP-Rs. 2,000/     | 35                             |
| G.      | Skilled Support Staff   | 10            | UR-5; SC-2; OBC(A)-1;<br>OBC(B)-1; ST-1 | Rs 5200-20200/<br>GP-Rs. 1800           | 35                             |

## **Qualification and Experience:**

### **A. Programme Coordinator (PC)**

**(a) Essential Qualifications:** (i) A 1<sup>st</sup> class or high 2<sup>nd</sup> class Master's degree in the relevant subject or discipline followed by a Bachelor's degree in Agriculture/Horticulture/Animal Science/Veterinary Science / Fishery Science.

(ii) A Doctoral degree in any branch of Agriculture/ Horticulture/ Animal Science/ Fishery Science.

(iii) Eight (8) years' experience in the relevant subject as Scientist/Lecturer/Extension Specialist or in an equivalent position in the Pay Band-3 of Rs.15,600/--39,100/- with Grade Pay of Rs.5,400/-Rs.6,000/- Rs.7,000/- , Rs.8,000/- or in an equivalent position and pay scales in pre-revised scales of pay.

(iv) Proven contribution to research/teaching/extension education as evidenced by published work/ innovations.

**(b) Desirable Qualifications:** Knowledge of agricultural situations and problems of the farmers of the state.

### **B. Subject Matter Specialists:**

**Essential Qualifications:** A 1<sup>st</sup> or high 2<sup>nd</sup> class Master's degree in the relevant subject/discipline followed by a Bachelor's degree in Agriculture/Horticulture/Animal Science/ Veterinary Science or Home Science from a recognized University.

**Desirable Qualification:** Doctoral degree and/or NET in the relevant subject/field.

### **C. Programme Assistant (Computer):**

**Essential Qualifications:** (i) Bachelor's degree in Computer Science/Computer Applications/Computer Engineering.

(ii) Two years' experience in handling practical ICT problems, designing and maintaining websites etc. in any Govt./quasi Govt. or reputed private organisations.

**Desirable Qualification:** Master's degree in Computer Science/Computer Applications.

### **D. Assistant (Administration/Accounts):**

**Essential Qualifications:** (i) Bachelor's degree in Commerce from a recognized University with the working knowledge of computers and experience in handling computerized accounting packages. (ii) Five years' experience in accounting and office management in a Govt./ quasi Govt./ University/institute or any other private organisations.

**Desirable qualification:** Good Communication skill in English.

### **E. Stenographer Grade-III:**

**Essential Qualification:** (i) Passed H.S. or equivalent examination with a certificate of stenography from a recognised institution

(ii) Steno/ typing speed @ 100/40 words /minute

(iii) Proficiency in English and Bengali typing.

**Desirable Qualification:** Graduation with good communication skills in English, Bengali and Hindi.

#### **F. Driver:**

**Essential Qualification:** (i) Passed Secondary or equivalent examination from a recognized Board.  
(ii) Possession of a valid and appropriate driving license from prescribed Government Authority.

**Desirable Qualification:** One year trade certificate in the relevant field from ITI/ Experience of driving in a recognized Institution/ Experience of motor mechanic work/should be capable of driving both light and heavy vehicles including tractors in farms.

**N.B.:** The candidate shall have to pass the practical skill tests to be taken by an appropriate Committee of the University.

#### **G. Skilled Support Staff:**

**Essential Qualification:** Passed Secondary examination with skill in agriculture and/or allied vocations.

**Desirable Qualification:** Diploma in agriculture and/or allied courses, some work experience, technical skills.

#### **Age limit:**

Relaxation of age for 5 years for SC/ST and 3 years for OBC candidates shall be made as per Govt. rules. However, the age limit is not applicable to the persons who are already in service on regular establishment of Government/other recognized institutions or universities.

#### **How to apply:**

Interested candidates satisfying the eligibility criteria as mentioned above are requested to submit their applications in the format given below on plain A-4 size paper, along with duly attested copies of the certificates pertaining to their qualifications, date of birth, category, experience etc. The application forms duly completed in all respects should be sent to the **Registrar, Uttar Banga Krishi Viswavidyalaya, P. O. - Pundibari, Pin- 736165, Cooch Behar, West Bengal** within **10.02.2014**.

**Application Fee:** A non-refundable application fee of Rs.500/- (Rs. five hundred) only for the posts under serial no. A and B above (Rs. 250/- for SC/ST candidates) and Rs.300/- (Rs. three hundred) only for the posts under the serial no C- G above (Rs. 150/- for SC/ST candidates) should be paid by A/c Payee Demand Draft drawn in favour of “**Uttar Banga Krishi Viswavidyalaya**”, payable at **Cooch Behar. On the top of the envelope containing the application, write the words “APPLICATION FOR THE POST OF .....under KVK” in block letters.**

#### **General Instructions:**

- (1) In-service candidates shall have to submit their application through proper channel along with a no objection certificate from their present employer.
- (2) Separate application shall have to be submitted for each post along with separate fee.
- (3) The University reserves the right to increase/ decrease the no of posts/ alter any conditions at point of time or not to fill up any of the posts advertised in case of non-availability of any suitable candidate or due to any other reasons without adducing any reason thereof.

- (4) **It should be clearly remembered that the continuance of the above posts will be strictly subject to financial support from Indian Council of Agricultural Research (ICAR), New Delhi. Further, these posts are governed strictly by the relevant rules and regulations framed by ICAR from time to time.**
- (5) Candidates applying against reserved category post (SC, ST, OBC etc.) must submit a valid Certificate from the appropriate authority in support of their claim to belong to a particular community.
- (6) Candidates are requested to provide only a list of publications, if any (research, technical, extension or any other as the case may be); the original reprints need not be sent with the application at this stage. However, they will be required to produce those documents at the time of interview.
- (7) The University reserves the right to reject any application form due to non-observance of the above instructions.
- (8) Candidates are requested to provide their E-mail and contact number along with postal address.

Date: 13.01.2014

Place: Pundibari, Cooch Behar

*Sd/-*

**Director of Extension Education**

**UTTAR BANGA KRISHI VISWAVIDYALAYA**  
**Pundibari, Cooch Behar, PIN- 736165, West Bengal**  
*(Application Form for Programme Co-ordinator & Subject Matter Specialist)*

1. Post applied for:

2. Applicant's full name:  
(In Block Letters)

3. Father's Name:

4. (a) Address for correspondence:

Affix recent  
Passport size colour  
photograph

(b) Permanent Address:

5. Telephone Number (with STD code)/Mobile No. :

6. Email ID (if any):

7. Date of Birth:

8. Age as on 01.01.2014: Year.....Month.....Days.....

9. Caste and Category of the applicant (put v) (Relevant certificates need to be enclosed):

SC

ST

OBC-A

OBC-B

GEN

10. Educational Qualification (commencing from Matriculation): The attested true copies of the certificates and Mark sheets should be enclosed. Any related technical qualification may also be mentioned in the same table.

| Sl. No. | Name of the Exam | University/Board /Institute | Year of passing out | % of marks | Subjects/ specialization | Divn/ Class/ OGPA | Awards/Med als if any |
|---------|------------------|-----------------------------|---------------------|------------|--------------------------|-------------------|-----------------------|
| 1.      |                  |                             |                     |            |                          |                   |                       |
| 2.      |                  |                             |                     |            |                          |                   |                       |
| 3.      |                  |                             |                     |            |                          |                   |                       |

| Sl. No. | Name of the Exam | University/Board /Institute | Year of passing out | % of marks | Subjects/ specialization | Divn/ Class/ OGPA | Awards/Med als if any |
|---------|------------------|-----------------------------|---------------------|------------|--------------------------|-------------------|-----------------------|
| 4.      |                  |                             |                     |            |                          |                   |                       |
| 5.      |                  |                             |                     |            |                          |                   |                       |

**11. Details of professional experience (The attested true copies of experience certificate of the employee should be enclosed or use separate sheet, if necessary):**

| Sl. No. | Post held | Pay scale | Name and address of the employer | Period (years) from To | Nature of duties performed/performing |
|---------|-----------|-----------|----------------------------------|------------------------|---------------------------------------|
| 1.      |           |           |                                  |                        |                                       |
| 2.      |           |           |                                  |                        |                                       |
| 3.      |           |           |                                  |                        |                                       |

**12. List of publications (Attach separate sheets if necessary):**

**13. Knowledge in Computer Application:**

**14. Any Other relevant Information the candidate may need to submit:**

**15. Particulars of application fees: Rs.....D.D. No. ....**

**Bank and branch..... Date.....**

**16. Declaration:** I do hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any particulars/information given above being found false/incorrect and/or if any discrepancy in the particulars is detected after my appointment, on account of wilful suppression and/or distortion on my part, my application/candidature is liable to be rejected or my services shall be liable to be terminated forthwith, as the case may be.

**Place:**

**Date:**

.....  
**Signature of the Applicant**

**UTTAR BANGA KRISHI VISWAVIDYALAYA**  
**Pundibari, Cooch Behar, PIN- 736165, West Bengal**

*(Application Form for Programme Assistant, Assistant, Steno Gr-III, Driver and Skilled Support Staff)*

1. Post applied for:

2. Applicant's full name:  
(In Block Letters)

3. Father's Name:

4. (a) Address for correspondence:

Affix recent  
Passport size colour  
photograph

(b) Permanent Address:

5. Telephone Number (with STD code)/Mobile No. :

6. Email ID (if any):

7. Date of Birth:

8. Age as on 01.01.2014: Year.....Month.....Days.....

9. Caste and Category of the applicant (put v) (Relevant certificates need to be enclosed):

|                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SC                       | ST                       | OBC-A                    | OBC-B                    | GEN                      |

10. Educational Qualification (commencing from Matriculation): The attested true copies of the certificates and Mark sheets should be enclosed. Any related technical qualification may also be mentioned in the same table.

| Sl. No. | Name of the Exam | University/Board /Institute | Year of passing | % of marks | Subjects/ specialization | Divn/ Class/ OGPA | Awards/Med als if any |
|---------|------------------|-----------------------------|-----------------|------------|--------------------------|-------------------|-----------------------|
| 1.      |                  |                             |                 |            |                          |                   |                       |
| 2.      |                  |                             |                 |            |                          |                   |                       |
| 3.      |                  |                             |                 |            |                          |                   |                       |

| Sl. No. | Name of the Exam | University/Board /Institute | Year of passing | % of marks | Subjects/ specialization | Divn/ Class/ OGPA | Awards/Med als if any |
|---------|------------------|-----------------------------|-----------------|------------|--------------------------|-------------------|-----------------------|
| 4.      |                  |                             |                 |            |                          |                   |                       |

11. Details of professional experience (The attested true copies of experience certificate of the employee should be enclosed or use separate sheet, if necessary):

| Sl. No. | Post held | Pay scale | Name and address of the employer | Period (years) from To | Nature of duties performed/performing |
|---------|-----------|-----------|----------------------------------|------------------------|---------------------------------------|
| 1.      |           |           |                                  |                        |                                       |
| 2.      |           |           |                                  |                        |                                       |
| 3.      |           |           |                                  |                        |                                       |

12. Shorthand (Words/minute) 1. English: \_\_\_\_\_  
Typing (Words/minute) 1. English: \_\_\_\_\_ 2. Bengali: \_\_\_\_\_

13. Knowledge in Computer Application (Attach certificate, as the case may be):

14. Any Other relevant Information the candidate may need to submit  
(Attach separate sheets if necessary):

15. Particulars of application fees: Rs.....D.D. No. ....  
Bank and branch..... Date.....

16. Declaration: I do hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any particulars/information given above being found false/incorrect and/or if any discrepancy in the particulars is detected after my appointment, on account of wilful suppression and/or distortion on my part, my application/candidature is liable to be rejected or my services shall be liable to be terminated forthwith, as the case may be.

Place:

Date:

.....  
Signature of the Applicant