



The West Bengal University of Teachers' Training,
Education Planning and Administration
25/2 & 25/3 Ballygunge Circular Road
Kolkata 700 019

Office of the Registrar

In cancellation of the Employment Notification No. WBUTTEPA/RO/25/2022
Dated 19/01/2022, Employment Notification No: WBUTTEPA/RO/ 27/2022,
Dated:22-01-2022 is issued which will replace the former Notification.

Applications are invited from Indian citizens in the prescribed forms to be downloaded from the University

Website: www.wbuttepa.ac.in

Price of forms:

- i. Rs.1500/- (General Category), Rs. 1200/- (OBC-A/B) Rs. 1000/- (SC/ST) for Level -12
- ii. Rs. 1400/- (General Category), Rs.1100/- (OBC-A/B) & Rs.900/- (SC/ST) for Level-10
- iii. Rs.1000/- (General Category), Rs.900/- (OBC-A/B) & Rs.750/- (SC/ST) for Level-9&8
- iv. Rs.700/- (General Category), Rs.600/- (OBC-A/B) & Rs.500/- (SC/ST) for Level-5
- v. Rs.600/- (General Category), Rs.500/- (OBC-A/B) & Rs.400/- (SC/ST) for Level-1

1. Downloaded Form shall accompany a crossed D.D drawn in favour of WBUTTEPA-COLLEGE payable at KOLKATA of requisite charges for the following posts. Applicants must have the minimum qualifications & experience as per requirement. A candidate desire to apply for multiple post (more than one), needs to apply separately / individually with separate crossed demand draft, as per the rates prescribe in the instruction formate.
2. Completed application in all respect along with recent passport size photograph, self-attested photocopies of all certificates and testimonials and DD to the Registrar, WBUTTEPA is to be submitted.
3. Copy of caste certificate in case of non-general candidate.
4. Please super scribe the envelope with the name of the post applied for and the Employment Notification Number.
5. Those who are already in service should apply through proper channel
6. Canvassing in any form will disqualify a candidate.
7. Mere application does not guarantee a call for interview as the method of screening will be applied as per the selection criteria of the University. Selection will be made as per university selection procedure. University reserves the right for selection.
8. All qualifications, experience will be recognized till the last date of submission of application.
9. Please follow WBUTTEPA website for any update / alteration / deletion / notification time to time regarding selections.
10. University will not be liable for any kind of postal delay.
11. Incomplete applications will be rejected without any intimation.

Section-A

Pay Structures:

Audit & Accounts Officer: Rationalised entry pay of Rs. 79,800/- (Level 12)

No. Of post: One (1) post .

Minimum Eligibility Criteria:

A. Essential

- 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. Experience in Audit and Accountancy work for at least five years in a senior Position involving Supervision, Control and Planning and Management of Audit and Accounts.
- iii. Age not below 35 years. Relaxable in the case of exceptionally qualified Candidates.

B. Desirable

- I. Chartered Accountant or Cost accountant or Business Management Degree.

Section-B

Pay Structures:

System Analyst: Rationalised entry pay of Rs. 57,700/- (Level 10)

No. Of post: One (1) post.

Minimum Eligibility Criteria:

A. Essential

Uniformly good academic record with a Master's Degree in Computer/ Information Science/ Technology/ Computer Applications OR having a 'B' Level or above from DOEACC, Government of India with minimum 55% Marks or its equivalent grade in the point scale wherever a grading system is followed along with at least 5 years' experience in system management In academic institution/ Government/ Quasi Government/ Corporate Bodies.

B. Desirable

- I. Experienced in UNIX/ Linux System and Network Administration.
- ii. Familiarity with PC and Network hardware and internet uplinks, installation And up gradation of Open Source and UMS (University Management Service, packages on servers and workstations.)
- iii. Experience in security (Cisco security Application, PIX, IDS), Academic Computing and Computer Lab and vendor management

Section-C

Pay Structures:

Personal Assistant: Rationalised entry pay of Rs.37,100/- (Level 9)

No. Of post: One (1) post.

Minimum Eligibility Criteria:

1. Graduation from recognised university.
2. Certificate/Diploma etc in secretarial courses.
3. Proficiency in English is essential. Can read, write and speak Bengali and Hindi. Efficiency in using computer and other modern office gadgets.
4. Skills in MS Office and a very good typing speed is required.
5. Smart and well-spoken and high level of integrity.
6. 5 years experience in related field is essential.
7. 3 (Three) years work experience in university sector will get weightage.
8. Age above 40 years.

Section-D

Pay Structures:

Technical Assistant: Rationalised entry pay of Rs.35,800/- (Level 8)

No. Of post: One (1) post.

Minimum Eligibility Criteria:

A. Essential

Uniformly good academic record with a Master's Degree in Computer/ Information Science/ Technology/ Computer Applications OR having a 'B' Level or above from DOEACC, Government of India with minimum 55% Marks or its equivalent grade in the point scale wherever a grading system is followed along with at least 5 years' experience in system management in academic institution/ Government/ Quasi Government/ Corporate Bodies.

B. Desirable

- i. Experience in System Management and Networking with Web content Filtering, Database Administration, User Support, Large Cluster Installation Management, Voice over IP.
- ii. Ability to handle Disaster Recovery, Storage Configuring, Daily Backup Procedure, etc.

Section-E

Pay Structures:

Junior Store Keeper: Rationalised entry pay of Rs.27,500/- (Level 5)

No. Of post: One (1) post.

Minimum Eligibility Criteria:

1. 10th class or equivalent examination from any state education board or Government recognized institution.
2. Experience in MS-Office is essential.
3. Experience in working in stores of Government/Semi Government organisation or project.

4. 3 (Three) years work experience in university sector will get weightage.
5. Should have attained the age of majority.

Section-F

Pay Structures:

Junior Assistant: Rationalised entry pay of Rs.27,500/- (Level 5)

No. of Posts – 3 (Three) posts.

Minimum Eligibility Criteria:

1. Graduate from a recognised university.
2. Expertise in MS-Office is essential.
3. Knowledge in Tally will be preferred.
4. Knowledge in drafting/ letter writing is essential.
5. 3 (Three) years work experience in university sector will get weightage
6. Should have attained the age of majority.

Section-G

Pay Structures:

Junior Library Attendant: Rationalised entry pay of Rs.18,500/- (Level 1)

No. Of post: One (1) post.

Minimum Eligibility Criteria:

1. The candidate should have passed 10th class or equivalent examination from any state education board or Government recognized institution. Diploma in Library Science will get weightage.
2. The candidate should have adequate general knowledge and communication skill.
3. 3 (Three) years work experience in university sector will get weightage
4. Should have attained the age of majority.

Section-H

Pay Structures:

Junior Peon: Rationalised entry pay of Rs.18,500/- (Level 1)

No. of Posts – 5 (Five) posts.

Minimum Eligibility Criteria:

1. The candidate should have a class VIII pass certificate from a recognised educational institution and he/she should be above 18 years. However higher qualifications will not be discouraged.
2. He should be of good physical health and should have adequate general knowledge and communication skill.
3. 3 (Three) years work experience in university sector will get weightage

Candidates are requested to super-scribe the words “**Application for the post of Accounts Officer/System Analyst/Personal Assistant/Technical Assistant/Junior Store Keeper/Junior Assistant/Junior Library Attendant/Junior Peon**” as the case may be on the top of the envelope. For filling up the posts, 100 Point Roster will be followed. Mere fulfillment of eligibility conditions does not entitle a candidate to be called for interview. Only those Candidates who will be short-listed after screening by the relevant committee will be called for Interview. The filled in application form with three sets of self attested copies of all necessary documents along with Demand Draft as mentioned above and two self addressed stamped envelope of 25x13 cm size, must reach to THE REGISTRAR of The West Bengal University of Teachers' Training, Education Planning and Administration (WBUTTEPA), 25/2 & 25/3 Ballygunge Circular Road, Kolkata 700 019 by registered post / speed post on or before 07.02.2022 (within 5 p.m). The envelope containing application should bear the employment notification number and the name of the post.



Registrar, WBUTTEPA
Registrar
The West Bengal University of
Teachers' Training, Education
Planning and Administration



The West Bengal University of Teachers' Training,
Education Planning and Administration

25/2 & 25/3, Ballygunge Circular Road, Kolkata – 700019

www.wbuttepa.ac.in

14. Academic qualifications:

Give particulars of all examinations passed & diplomas or degrees obtained at the University or other places of higher or technical education commencing from Matriculation or equivalent examination (attached certified copy of the University or Institution record):

(Use the tabular format below Attach separate sheet if required)

Sl. no.	Board / Council / University	Year of Passing	Examination passed	Percentage of marks	Grades / divisions/Class /distinctions awarded	Subject Taken	Remarks

15. a) If already employed, please furnish the following details (Attach Proof).

Present post (mention whether on **Full Time** basis)/ designation with Salary, Pay band & Grade Pay:

b) Present employer: _____
(Attach Proof)

16. Specify additional qualifications / experience (IT, NCC, NSS, Sports, Music, Literary and Social Activities etc.), if any.(Attach Proof)



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17. Notice required to join, if selected: _____

18. Name and address of two referees (other than the present employer): _____

19. No of documents attached: _____

20. I declare that the above particulars are true and correct to the best of my knowledge and original documentary evidence for each information will be produced as and when required. Should any of the information / documents / statements are found to be incorrect or false, the candidature/appointment is liable to be cancelled at any period of time.

DATE:

SIGNATURE OF THE APPLICANT IN FULL