



**The West Bengal College Service Commission
ADVERTISEMENT NUMBER - 1/2015**

**APPLICATION FOR THE POSTS OF ASSISTANT
PROFESSOR & LIBRARIAN IN
GOVT.-AIDED COLLEGES OF WEST BENGAL**

IMPORANT DATES

Commencement of On-line Application	01/07/2015
Last date of On-line Application	31/07/2015
First day of payment of Application Fees at UBI	04/07/2015
Last date of payment of Application Fees at UBI	04/08/2015

Candidates should apply **only online** through www.examinationonline.in/wbcscportal



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Applications are invited from Indian Citizens (and such other nationals as are declared eligible by Govt. of India) for recruitment to the following posts.

1. Posts

(a) Assistant Professor in the following subjects in different Government-aided Colleges (General degree Colleges) in West Bengal.

Subjects : Anthropology, Arabic, Bengali, Botany, Chemistry, Commerce, Computer Science, Defence Studies, Economics, Education, Electronic Science, English, Environmental Science, Fine (Visual) Arts, Film Studies, Food & Nutrition, Geography, Geology, Hindi, History, Industrial Chemistry, Industrial Fish & Fisheries, Journalism, Law, Mathematics, Microbiology, Molecular Biology, Music/Dance, Nepali, Philosophy, Physics, Physiology, Plant Protection, Political Science, Psychology, Sanskrit, Santhali, Sociology, Statistics, Tibetan, Urdu, Women's Studies and Zoology. (Not for B.Ed. subjects and Physical Education).

(b) Librarians in different Government-aided Colleges in West Bengal.

2. Vacancy : The vacancy calculation shall be done in accordance with the terms laid down in the *West Bengal College Service Commission (Manner of Selection of Persons for Appointment to the posts of Assistant Professors, Principals and Librarians and Re-recommendation of Assistant Professor) Regulations, 2012*. The vacancy cut-off date and the exact number of all vacancies (subject-wise, category-wise and College-wise) will be notified before publication of the merit panel. The Commission will not be responsible for absence of vacancy under any category of any subject for non-receipt of requisition from any Govt.-aided college.

Eligibility : *The minimum eligibility conditions contained in this advertisement are governed by the provisions of the West Bengal Government Memorandum Nos. 856 & 857 – Edn (CS) 8R-1/10 dated 13.12.2012 and Notification No.15-Edn(CS)/8R-01/10 dated 06.01.2015. The Commission, however, can introduce additional parameters in order to select candidates of higher merit, as laid down in the above-mentioned Regulation. Therefore, mere possession of eligibility does not confer any right to an applicant to be selected or empanelled.*

Selection & Recommendation: The eligible candidates will be called for interview for selection. However, the Commission may, at its discretion, call for interview of short-listed applicants after preliminary selection on the basis of qualifications (MP or Equivalent, HS or Equivalent, UG, P.G., M.Phil/Ph.D., NET/SET).

Recommendation shall be done on the basis of a merit-cum-preference system of counseling, (please refer to point number 3 in the *Information and Instruction* section). For the

purpose of counseling, merit refers to the rank in the provisional merit panel. Empanelment will not confer any right to a candidate to be recommended.

3. Pay scale: Pay Band – Rs.15, 600-39,100/- plus Academic Grade Pay of Rs.6000/-

4. Qualifications Required for recruitment of Assistant Professor in Different Subjects for General Degree Colleges [For subjects other than Law, Music/Dance, Fine (Visual) Arts]

(a) At least 55% marks or an equivalent grade or Grade Point at the Master's Degree level in the same or a relevant subject from a recognized University/Institute and at least a 3-year Bachelor degree, preferably but not essentially with Honours in the same or a relevant subject, from a recognized University/Institute.

*For Commerce, the following shall constitute additional **desirable** qualification:*

A Master's Degree in Business Management / Administration declared equivalent by AIU / Accredited by the AICTE / UGC/ A two- year full-time PGDM from any IIM or accredited by UGC/AICTE.

OR, Chartered Accountant /Cost Accountant / Company Secretary of the concerned statutory bodies.

OR, a Bachelor's degree in Law.

*For Computer Science and Electronic Science, M.Tech in the relevant subject shall constitute additional **desirable** qualification.*

(b) A relaxation of 5% from 55% to 50% of the marks at Master's Degree Level is admissible for the Scheduled Caste/Scheduled Tribe/Differently-abled (physically and visually) categories for the purpose of eligibility.

(c) A relaxation of 5% from 55% to 50% of the marks at Master's Degree Level is also admissible to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19th September, 1991.

Note-1: *The eligibility marks of 55% or 50% as the case may be (or an Equivalent Grade or Grade point wherever grading system is followed) should not be inclusive of any grace mark procedures eg. 54.5% and above or 49.5% and above should not be rounded off to 55% or 50% respectively.*

Note-2: *By a recognized University/ Institute is meant a University/Institute affiliated to UGC/Other Statutory Apex Bodies like AICTE/NCTE/Bar Council of India, or recognized by the State or the Central Government as a Centre of Higher Learning. In case of a foreign University, the degree concerned should be recognized as equivalent to its Indian counterpart by the Association of Indian Universities.*

(d) The candidates, besides fulfilling the above qualifications, should have passed the National Eligibility Test (NET), in the same or a relevant subject, conducted for erstwhile Lecturers/ Assistant Professors, by the University Grants Commission or Council of Scientific and Industrial Research or a similar Test like State Eligibility Test (SET) or erstwhile State Level Eligibility Test (SLET) accredited by the University Grants Commission for the purpose of employment as erstwhile Lecturer/Assistant Professor in the state of West Bengal.

However, the candidates who have been awarded Ph D Degree in the same or in a relevant/allied subject (for which he/she is an applicant) in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph D Degree) Regulations, 2009 are exempted from qualifying in the Eligibility Test(s) as mentioned above.

Clearance of NET/SET or similar other Tests is not required for Master's Degree Programmes in such disciplines for which any of the above mentioned Tests are not conducted.

(e) Proficiency, spoken & written in the medium of instruction in the concerned institution where to be recruited.

5. Qualifications for the Law Discipline :

(a) At least 55% marks (or an equivalent grade or grade point wherever grading system is followed) at the Master's Degree level in Law from a recognized University/Institute and at least a Second Class Bachelor degree in Law from a recognized University/Institute.

(b) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) in Law conducted by the UGC or SLET/SET in Law accredited by UGC as valid for the State of West Bengal.

(c) However, the candidates who have been awarded PhD Degree in Law in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of PhD Degree) Regulations, 2009 are exempted from qualifying in the Eligibility Test(s) as mentioned above.

6. Qualifications for the Music and Dance Discipline

At least 55% marks or an equivalent grade or grade point (wherever grading system is followed) at the Master's Degree level, in a relevant subject from a recognized University.

The candidates, besides fulfilling the above qualification should have passed the eligibility test (NET) conducted for erstwhile Lecturers/ Assistant Professors, by the University Grants Commission or a similar Test like State Eligibility Test (SET) or erstwhile State Level Eligibility Test (SLET) accredited by the University Grants Commission for the purpose of employment as erstwhile Lecturer/Assistant Professor in the state of West Bengal.

However, the candidates who have been awarded PhD Degree in the concerned subject or in a relevant/allied subject in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of PhD Degree) Regulations, 2009 are exempted from qualifying in the Eligibility Test(s) as mentioned above.

Clearance of NET/SET or similar other Tests is not required for Master's Degree Programmes in such disciplines for which any of the above mentioned Tests are not conducted.

OR

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, and widely known for his eminence, who:

- (a) Should have studied under noted/reputed traditional masters and has thorough knowledge to explain the subject concerned;
- (b) Should be a high grade artist of AIR/TV; and
- (c) Should have the ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

7. Qualifications for the Fine (Visual) Arts Discipline

At least 55% marks (or an equivalent grade or grade point wherever grading system is followed) at the Master's Degree level, in a relevant subject from a recognized University.

The candidates, besides fulfilling the above qualifications should have passed the eligibility test, in the concerned or a relevant/allied subject, conducted for erstwhile Lecturers/ Assistant Professors, by the University Grants Commission or a similar Test like State Eligibility Test (SET) or erstwhile State Level Eligibility Test (SLET) accredited by the University Grants Commission for the purpose of employment as Assistant Professor in the state of West Bengal.

However, the candidates who have been awarded Ph.D Degree in the concerned subject or in a relevant/allied subject in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degree) Regulations, 2009 are exempted from qualifying in the Eligibility Test(s) as mentioned above.

Clearance of NET/SET or similar other Tests is not required for Master's Degree Programmes in such disciplines for which any of the above mentioned Tests are not conducted.

OR

A Professional artist with highly commendable professional achievement, and widely known for his eminence in the concerned subject, who should have:

- i. A First class Diploma in Visual (Fine) arts discipline from a recognized Institution of India/Abroad;
- ii. Five years of experience of holding regular regional/National exhibitions/Workshops with evidence; and
- iii. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

Provided that for all disciplines under clauses 5, 6 & 7 –

- (i) Relaxation of marks from 55% to 50% for certain categories of candidates, wherever relevant,
- (ii) Absence of any grace facility in respect of minimum marks, wherever relevant, and
- (iii) Language requirement,

are at par with the provisions as laid down under para-4(b), (c) and (e) along with relevant Notes.

8. Reservation: As per the current State Govt. rules, that is, a) SC– 22%, b) ST– 6%, c) OBC-A – 10%, d) OBC-B– 7%, e) PWD– 3% (at least 40% disability is required to avail of the reservation opportunity).

(Followed by the concerned College authorities in authentication of the Register of Appointment by the appropriate Govt. Dept. and forwarded to WBCSC in the form of requisition).

A candidate claiming to be S.C., S.T., O.B.C. or a person with disability (40% and above) must have a certificate in support of his / her claim from a competent authority of West Bengal as specified below :

For S.C., S.T. & O.B.C. Candidates

- i) In the district, the Sub-Divisional Officer of the Sub-Division concerned, and
- ii) In Kolkata, the District Magistrate, South 24-Parganas or such Additional District Magistrate, South 24-Parganas, as may be authorized by the District Magistrate, South 24-Parganas, in this respect.

- Category A or B must be mentioned in the OBC certificate.

For Persons with Disabilities (PWD)

[vide West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999]

A Medical Board constituted at Government Medical College Hospitals, District Hospitals, Sub-divisional Hospitals and Block Level Hospitals.

9. Age :

(a) The upper age limit is **37** (Thirty Seven) years on the 1st day of January, 2015 relaxable up to 5 years for SC/ST and 3 years for OBC category candidates. Differently-abled candidates (Physically/Visually) are entitled to an age relaxation of 5 years (West Bengal Government Notification No. 526 – Edn (U)/1U-137/14 dt. 29.05.2015). Age relaxation of 5 years is available to the candidates possessing Doctorate Degree.

(b) However, for approved Part-time teachers (PTTs) and Approved Contractual Whole-time teachers (CWTTs) as defined in the WBCSC Act, 2012, the upper age limit is **42** (Forty-two) years on the 1st day of January, 2015, subject to the same principles and quantum of relaxation as mentioned above in clause 9 (a), which will be counted from the base level of 42 years for these two categories of candidates (PTTs and CWTTs).

Existing teachers serving on permanent basis in substantive approved posts in the UGC scale of pay under the pay-packet scheme of the Government in **Government-aided Colleges in West Bengal** (to be called '**In-Service Teachers**') can change college by way of fresh appointment only up to a maximum of **52** years of age, as on the 1st day of January, 2015.

Exceptionally qualified over-aged candidates may be called for interview at the discretion of the College Service Commission in the rarest of cases. But their recruitment will depend on the

condonation of their overage by the Government from case to case on merit only. Please see the relevant Government Order in this respect .

Note- 3(a): The qualifications as stipulated above are not mandatory for the candidates who are '**In service teachers**' subject to the condition that they are continuously so ('**In service teachers**') from a date prior to 19th September, 1991, and that they were appointed by the recommendation of duly constituted Selection Committee as per Notification/Govt. Order issued from time to time in this regard. However, these teachers are eligible for changing their colleges by way of fresh appointment through aforesaid selection procedure.

(b) Those '**In service teachers**' working from on or after 19.09.1991 and possessing the qualifications mentioned under **clause 4-7** above may change college by way of fresh appointment through the normal selection procedure of the College Service Commission.

(c) Exceptional qualification shall normally imply at least a PhD degree, with evidence of significant post-doctoral research work.

(d) *The Government would consider the claim for protection of pay only for '**In service teachers**' and teachers serving on permanent basis in substantive approved posts in UGC scale of pay in Government Colleges/ State-aided Universities of West Bengal provided these teachers have rendered at least 5 years' continuous service as on 31st July, 2015, provided they apply through proper channel.*

10. Qualifications for Recruitment in the Post of Librarian

- a) A Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade or Grade point wherever grading system is followed) from a recognized University/ Institute with knowledge of computerization of library.
- b) Qualifying in Library Science at the National Eligibility Test conducted by the UGC or any other test like SET/SLET accredited by the UGC for the purpose of recruitment in West Bengal.
- c) However, candidates, who have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009", shall be exempted from the requirement of the minimum eligibility condition of NET/SET/SLET.

Desirable Qualification

- d) A Master's Degree in any subject from the Arts/Science/Commerce stream from a recognized University/Institute, preceded by a three year Bachelor's Degree with Honours.

Note- 4

- a) **Reservation:** As per State Government norms.
- b) **Recognized University / Institute:** As per the provisions of Note 2.
- c) **Age: 37** years as on the 1st day of January, 2015, relaxable by 5 years for SC/ST candidates, 3 years for OBC (A and B) candidates, and 5 years for differently-abled (physically/visually) candidates (West Bengal Government Notification No. 526 – Edn (U)/1U-137/14 dt. 29.05.2015). PhD degree holders are also entitled to 5 years of relaxation in age.

Serving whole-time Librarians in approved posts under the pay-packet scheme of the Government in **Government-aided Colleges in West Bengal** are eligible to apply for change of posting up to a maximum age of 52 years, but will have to fulfill the above-mentioned qualification and go through the normal selection process. All age calculations shall be done as on the 1st day of January, 2015. However, the Government will consider the claim for pay-protection only for those serving whole-time Librarians under the pay-packet scheme of the Government, who are rendering continuous service in some **Government/ Government-aided Colleges/ State Universities in West Bengal for at least 5 years** as on 31st July, 2015 provided they apply through proper channel.

- d) **Language requirement:** Proficiency, spoken & written in the medium of instruction in the concerned institution where to be recruited.
- e) **Marks Relaxation:** The minimum qualifying marks of 55% is relaxable by 5% (from 55% to 50%) in case of SC/ST and differently-abled candidates. Doctorate degree holders who obtained their Masters degree in the relevant discipline (like Library Science/Information Science/Documentation Science) before 19-9-91 will also be extended a relaxation of 5% marks from 55% to 50%. However, no grace marks or rounding-off will be allowed while calculating the minimum marks.

- 11. Application Fee and Mode of Payment : Rs. 1500/- (plus Rs. 40/- as Bank Charges) for General category candidates and Rs. 750/-(plus Rs. 40/- as Bank Charges) for SC/ST/OBC/PH/VH candidates.** Fee once paid will not be refunded under any circumstances.

The Fee is to be deposited through **e-challan (United Bank of India, A/c No.**

0083050002295). The **last date of payment** of Application Fee at UBI is **4th August, 2015.**

Information and Instruction

- 1) 'Applicants with grade/grade points should write the percentage equivalent according to the formula used by their Boards/Universities. As grade/grade points are typically associated with an interval of marks, the exact midpoint of the relevant interval should be considered for the purpose, wherever applicable. See the '**FAQ**' section for guidance. It is the responsibility of the applicants to obtain the necessary certification from their Boards/Universities in support of their claims. They will be required to justify the 'percentage equivalent' claimed by them at the time of interview and failure to do so may even lead to the cancellation of their candidature or calculation of the percentage equivalent by the Commission itself by whatever method it considers reasonable, including the methodology suggested in this regard by the University Grants Commission in its " Regulations on Minimum Qualification of Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010". No complaints in that regard will be entertained at any later stage.
- 2) Candidates (for the post of Assistant Professor) applying in subjects in which they did not obtain their Masters/Graduation degrees are advised to bring copies of the respective syllabi for perusal by the experts on the interview board. This is required for the purpose of judging the relevance of the subject studied by the candidate vis - à- vis the one she/he has applied for. The '**relevance**', or **lack of it**, of a subject, or of some dissertation work will be **decided by the experts on the interview board and their decision will be final and binding**.
- 3) The recommendation procedure, **except for the eight Colleges belonging to the City group**, will be based on a simple merit-cum-preference system of counseling. For each of these aforementioned eight Colleges, up to three willing candidates will be recommended per vacancy in compliance with a Supreme Court order, and the College concerned will select one candidate from amongst those three. If, out of the three recommended candidates, the one with the highest rank in the Commission's merit panel is selected by the College, the Commission will take no responsibility of recommending the other two candidates at any later stage. Only if the said highest ranked candidate is not selected by the concerned College, the Commission will try to re-recommend him or her to another College during the life of the panel, **subject to the availability of a suitable vacancy**. For further details regarding the recommendation

process, the *West Bengal College Service Commission (Manner of Selection and Recommendation of Persons for Appointment to the posts of Assistant Professors, Principals and Librarians and Re-recommendation of Persons for Appointment to the post of Assistant Professor) Regulations, 2012* may be consulted from the Commission website.

- 4) The cut-off dates for all items of **qualification and experience**, including publication, shall be **31st July, 2015**. Age of the candidate, however, as mentioned in clause 9 and Note 4 (c) above, shall be calculated on **1st January, 2015**.
- 5) The competent authority of judging the equivalence of all degrees obtained from foreign Universities is **Association of Indian Universities (AIU)**. Candidates are advised to have their foreign degrees authenticated as equivalent to their Indian counterparts from AIU. The selection committee may not recognize a degree as a valid one in the absence of such an equivalence certificate.
- 6) For the purpose of judging whether a PhD Degree has been obtained in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of PhD Degree) Regulations, 2009, the awarding University's reasoned certification to that effect may be called for. The selection committee may not recognize a PhD degree as one obtained in compliance with the said UGC Regulations in the absence of such a certificate.
- 7) The benefits of reservation of vacancies, and age/marks concession for SC, ST and OBC candidates are admissible only to SC, ST and OBC candidates of West Bengal. Benefits for candidates with disabilities will be available only to candidates with disability of 40% and above only.
- 8) SC, ST and OBC candidates of West Bengal must furnish along with the print-out of the application a self-certified photocopy of certificate in support of their claim from a competent authority of West Bengal as laid down in the West Bengal Scheduled Castes & Scheduled Tribes (Identification) Act, 1994 & SC & TW Department Order No.261-TW/EC/MR-103/94 dtd 06.04.1995. **SC, ST and OBC candidates of other States will be treated as general candidates**. Persons with Disabilities (PWD) must submit along with the said print-out a self-certified photocopy of certificate in support of his/her claim from a competent authority vide W.B. Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995. **No claim for being a member of SC, ST and OBC or for being a person with disability will be entertained after submission of the application.**
- 9) **Particulars and Certificates required (Only self-attested photocopies):**
 - (a) A candidate claiming to be S.C., S.T., O.B.C., or disabled must have a certificate in support of his/her claim from a Competent Authority as specified below:

For S.C., S.T. and O.B.C. candidates

(i) In the district, the Sub-Divisional Officer of the Sub-Division concerned, and

(ii) In Kolkata, the District Magistrate, South 24-Parganas or such Additional District Magistrate, South 24-Parganas, as may be authorized by the District Magistrate, South 24-Parganas, in this respect.

- Category A or B must be mentioned in the OBC certificate.

For Persons with Disabilities

A medical Board constituted at Government Medical College Hospitals, District Hospitals and Sub-divisional Hospitals.

(b) Age-proof certificate

(c) All qualification related certificates.

(d) Experience-related certificates from competent authorities. Government-approved Contractual Whole-Time Teachers and Part-Time Teachers must submit certificates from the Principal/Teacher-in-Charge/Governing Body President of their respective Colleges authenticating their status and tenure as approved CWTT/PTT. "In-service teachers" should apply through proper channel and also produce a certificate from any of the aforementioned College authorities authenticating their period of work as whole time teachers.

(e) For 'other' Nationals declared eligible by the Government of India for recruitment, a certificate to that effect from the competent authority.

(f) Certificate(s) from University/ Board etc. regarding 'percentage equivalence' [where only grades are awarded but no equivalence is stated in the mark sheet(s)] and certificate from University regarding compliance with UGC 2009 Regulations.

Candidates must show the certificates in original during the interview. If at any stage, even after issue of a letter of recommendation, a candidate is found ineligible in terms of the advertisement, his/her candidature will be cancelled without further reference to him/her.

- 10) The Provisional Merit Panel will be prepared on the basis of the Academic records, Research and Publications, Teaching experience/ Experience as Librarian, Interview and Demonstration, if any.

- 11) In the event of a tie between two or more candidates in the same merit panel, the tie shall be broken on the basis of age of the candidates, the person with the higher age getting precedence over the person with the lesser age.
- 12) All applications must be made online. Candidates are advised to create a **mail ID** of their own so that information can be sent to them from time to time in a paperless mode.
- 13) Applicants will receive, after successful registration, a bank Challan (with their name and registration number pre-printed). They should deposit the application fee in any branch of UBI and must retain the receipt of the bank challan. Please note that there will be a **lag of at least two working days** between your **successful registration** and **UBI's acceptance of your application fees**. You will be able to see your payment status only after a lag of at least two working days after you deposit the fees.
The 1st day of fee acceptance by UBI is July 4, 2015.
- 14) The printout of the on-line submitted application form, along with self-attested photocopies of all relevant documents and a **photocopy** of the candidate's part of the Challan (showing payment details) are **to be submitted on the date of the interview**.
- 15) **Special Instruction for applicants in Music/Dance and Fine (Visual) Arts discipline :**
 Applicants should submit a detailed report of their proficiency/ achievement in the concerned discipline. This is absolutely **essential** for those who are non-NET/SET/SLET applicants and are, therefore, seeking exemption from NET/SET/SLET requirements on the strength of their mastery over the discipline.
- 16) **Special Instruction for applicants for the post of Assistant Professor in Law :**
 Such applicants should write the **marks/ percentage equivalent obtained at the L.LM examination in the field marked as PG Level under the Block 1 of 'Qualifications'**. They should enter the **L.LB marks/ percentage equivalent in the field marked as UG Level under the same Block 1 of 'Qualifications'**. *Graduation/ Post Graduation marks/percentage equivalent in any other discipline or subject may be entered in any field under Block 3 of 'Qualifications'*.
- 17) **Special Instruction for applicants for the post of Librarian :**
 Such applicants should write the **marks/ percentage equivalent obtained at the B.LIS & M.LIS /equivalent examinations as well as Graduation/ Post Graduation marks/ percentage equivalent in any other discipline or subject under Block 1 of 'Qualifications'**.

- 18) *While an effort has been made to create an objective basis for awarding marks under the head 'Research & Publication', such evaluation will ultimately depend on professional scrutiny by experts. The judgment of experts about the quality of some publication will be final and binding on everybody.*
- 19) *For any further query regarding application, selection and recommendation procedures, please refer to **West Bengal College Service Commission (Manner of Selection of Persons for Appointment to the posts of Assistant Professors, Principals and Librarians and Re-recommendation of Assistant Professor) Regulations, 2012** posted in our website www.wbcsc.ac.in. Also refer to the 'How To Apply' and 'FAQ' sections in this website.*
- 20) Applicants are advised to go through the entire text of the advertisement (including **Information and Instruction**), the **FAQ** and the '**How to Apply**' sections thoroughly before they go for online submission of their application. They must completely satisfy themselves about their eligibility in accordance with the 'Eligibility Checklist' given below.

Eligibility Checklist

Candidates are requested to satisfy themselves that they fulfill the basic eligibility conditions regarding the following items:

- **Citizenship** as specified at the very beginning of the advertisement
- **Age** as specified under Clause 9 and Note 4 (c)
- **Qualification** as specified under Clauses 4-7 for different subjects and Clause 10 for Librarians with all relevant Notes
- **Language Requirement** as specified in respect of all posts in Clauses 4-7 and Clause 10

Certain relaxations are available in respect of both age and qualification (but **not language requirement**) for certain categories of candidates/subject. Please check carefully whether you are entitled to any relaxation, and after taking that into account, if any, satisfy yourself that you can say '**Yes**' to every item of the Eligibility checklist mentioned above.

IMPORANT DATES

Commencement of On-line Application	01/07/2015
Last date of On-line Application	31/07/2015
First day of payment of Application Fees at UBI	04/07/2015
Last date of payment of Application Fees at UBI	04/08/2015

Place : Kolkata
Dated : 30th June, 2015

By order
Secretary