

**CENTRE FOR DISTANCE AND ONLINE EDUCATION (SELF FINANCED)**  
**UNDER**  
**THE UNIVERSITY OF BURDWAN**  
**BURDWAN, WEST BENGAL**

Advertisement No.CDOE/Sectt/Advt./5/2021-22/80

Dated: 30.09.2021

Applications are invited from Indian citizens in the prescribed form (to be downloaded from the [www.dde.buruniv.ac.in](http://www.dde.buruniv.ac.in)) for the post of **Director (Full Time Contractual).**

<b>Price of Form</b>
Rs. 1,500/- (for General Category)
Rs. 1,000/- (for Reserved Category)

Downloaded form shall accompany with a Crossed Demand Draft drawn in favor of the **Directorate of Distance Education (Self Financed) under The University of Burdwan** of requisite price for the post of “**Director**”, (**Full Time Contractual**), **The Centre for Distance and Online Education (CDOE) (erstwhile DDE) (Self Financed) under The University of Burdwan**. Applicants must have the minimum qualifications and experience as per relevant latest recruitment rules of UGC Guidelines for the State-aided Universities. Complete applications in the prescribed form along with photocopies of two sets of all credentials must reach the office of the **Director, Centre for Distance and Online Education (Self Financed) under The University of Burdwan, Golapbag, Burdwan, West Bengal, India, 713104** latest by **07.10.2021** (Through proper channel, in case of already employed candidates).

**No application for the said post will be received after 07.10.2021 (5.00 PM).**

**No TA/DA is admissible for attending the interview.** It should be noted that possession of minimum eligibility shall not confer any right to be called for interview. Incomplete applications will be rejected outright. The administrative and financial liabilities will be governed by the rules and regulations of CDOE.

**Name of the post:**

**DIRECTOR [Full Time Contractual], The Centre for Distance and Online Education (Self Financed) under The University of Burdwan.**

**1 Post (Unreserved):**

Consolidated Pay: Rs. 75,000/- per month.

**No other allowances are admissible.**

**Essential Qualification:**

The qualification would be same as stipulated by the UGC/AICTE/NCTE/Govt. of West Bengal for the post of Professor.

**Note:.**

- 1) A relaxation of 5% in the marks may be provided for the candidates belonging to SC/ST/Differently-abled (physically as well as visually)/Other Backward Classes (OBC) (Non-creamy layer) categories for the purpose.
- 2) Retired persons below the age of 64 years may also apply.

**Sd/-  
Registrar (Officiating)**

**CENTRE FOR DISTANCE AND ON LINE EDUCATION  
(SELF FINANCED)  
UNDER  
THE UNIVERSITY OF BURDWAN  
APPLICATION FORM for the Post of Director (Full time contractual)**

Advt. No.....dt.....

**To  
The Director,  
Centre for Distance and Online Education (Self Financed),  
Under The University of Burdwan  
Rajbati, Burdwan 713 104**

Sir,

I beg 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 Letter) .....
2. (a) Father's/Husband's name & Occupation.....  
(b) Mother's name & Occupation .....
- (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\*  
(\*evidence to be produced) (Please tick): GEN SC ST OBC-A OBC-B
7. Whether physically handicapped:.....  
(If yes, please submit copy of proof thereof)
8. Religion .....
9. Marital status .....
10. Whether a citizen of India .....

11. Whether the candidate has been outside India, If so, the following particulars should be given:

Country Visited	Date of Visit	Duration of Visit	Purpose of Visit

12. What languages (including Indian language) can you read, write or speak?

Read only	Speak only	Read and Speak	Read and Write

13. Bank Details:

(a) Name of the Account Holder:

(b) Name of the Bank:

(c) Account Number:

(d) IFSC code: .

14. Particulars concerning academic career commencing with matriculation or equivalent examination to be stated chronologically. Failure at any examination or in any term must be specifically mentioned:

Particulars	Madhyamik/Equivalent	H.S./Equivalent	Bachelor's Degree	Master's Degree
Qualifications (Exams)				
Division/Grade or Class				
Year of passing				
% of Marks / CGPA				
Main Subjects				
Board/University				
Any other information e.g. particulars of any prizes, medals, obtained at the University				

15. (a) Whether NET/SLET/GATE Qualified:.....

If so, give details .....



18. If the advertisement contains provision for higher initial pay, minimum pay acceptable may be stated  
 .....
19. If appointed, what notice would be required before joining the  
 post.....
20. Crossed Demand Draft bearing No & date.....on Burdwan depositing the application fee  
 Rs.....
21. Particulars of activities, if any, in the University Officers' Training Corps/Indian  
 Territorial Force/National Cadet Corps/Games/Sports/Type/Shorthand/Computer, etc.  
 .....  
 .....
22. Whether applied previously for any post in the Centre for Distance and Online Education (erstwhile  
 Directorate of Distance Education) (Self financed) under The University of Burdwan. If so, details of  
 it:  
 .....  
 .....
- 23 Name of two referees to whom the candidate is known:
- (1).....
- (2).....
24. Additional Information, if any: .....
- .....
- .....
- .....
25. Documents and attested copies of  
 Certificates/Diploma/Degree, etc.
- (i)  
 .....
- (ii).....
- (iii).....
- (iv).....
- (v).....
- (vi).....
- (vii).....

**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.

*Date* .....

.....  
*Signature in full*

**CENTRE FOR DISTANCE AND ONLINE EDUCATION**  
**(Self Financed)**  
**Under**  
**THE UNIVERSITY OF BURDWAN**

*Advt. No.*.....

*Date*.....

**PARTICULARS OF CANDIDATES FOR THE POST**

**OF..... in CENTRE FOR DISTANCE AND ON LINE EDUCATION ( SELF FINANCED ) UNDER THE UNIVERSITY OF BURDWAN**

1. Name in full.....(In block letters)

.....

2. Present Address .....

..... (Communication)

3. Permanent Address .....

.....

4. Phone No./Mobile No./e-mail: .....

5. Date of Birth ..... Age .....

**6. Academic Career (Stating Percentage of marks in each of the examination)**

Examination Passed	Division /Class	Year of <u>passing</u>	University/Board	% of marks /CGPA
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)				
Others				

7. Any other information ..... (e.g. prizes or medals obtained from the University) .....

8. Particulars of Doctoral Degree, if any.....

9. Details of advanced Post-Graduate work of..... published papers .....

10. Present Employment

(i) Employer .....

(ii) Designation held .....

(iii) Present basic pay with scale of pay .....

11. Other emoluments, if any .....

12. Minimum basic pay acceptable, if selected .....

**Signature in full of the applicant**