



**CENTRE FOR DISTANCE AND ONLINE EDUCATION**  
**THE UNIVERSITY OF BURDWAN, BURDWAN, WEST BENGAL**

Advertisement No.CDOE/Seectt/Recruitment of Dir./230/2021-22/180

Dated: 07.03.2022

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 in Centre for Distance and Online Education, The University of Burdwan.**

<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 infavor of the **Directorate of Distance Education, The University of Burdwan** of requisite price for the post of “**Director**”, (on permanent, Full time regular basis), **The Centre for Distance and Online Education (CDOE) (erstwhile DDE), The University of Burdwan.** Applicants must have the minimum qualifications and experience as per relevant latest recruitment rules of UGC, DEB ODL Guidelines-2020 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, The University of Burdwan, Golapbag, Burdwan, West Bengal, India, 713104** latest by **28.03.2022** (Through proper channel, in case of already employed candidates).

- **No application for the said post will be received after 28.03.2022 (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 [on permanent, Full time regular basis], The Centre for Distance and Online Education, The University of Burdwan.**

**1. Post (Unreserved):**

**Salary:** As Per UGC guideline for the post of Professor.

**No other allowances are admissible.**

**Essential Qualification:**

The qualification would be same as Professor/equivalent position (preferably having Professional Experience in Open and Distance Learning and/or Online Learning) stipulated by the UGC/AICTE/NCTE/Govt. of West Bengal.

**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) Age: As per UGC guideline for the post of Professor. Retired persons below the age of 64 years may also apply.

**Sd/-  
Registrar**

**CENTRE FOR DISTANCE AND ONLINE EDUCATION  
THE UNIVERSITY OF BURDWAN**

**APPLICATION FORM for the Post of Director (on Permanent, Full time regular basis)**

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

**To  
The Director,  
Centre for Distance and Online Education  
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 .....

- (b) Details of API score according to Government of West Bengal norm  
(Be enclosed in separate sheets):
- (c) Details of any advanced Post-graduate work or  
published papers, Copies of papers should be  
furnished, if possible:

No. of Papers:

(i) National : .....

(ii)International:.....

(iii)Accepted for Publication:.....

- (d) Whether acquired/awarded Ph D.: Yes/No.....

If yes, (i) Give details mentioning the Name of the supervisor:.....

.....

(ii) The Title of the Thesis: .....

.....

(iii) Whether the Ph.D. awarded as per UGC Regulations 2009: Yes/No If yes, attach  
Certificate of the concerned University/Institution

(iv) Date of award:

- (e) Whether acquired/awarded D.Sc./D.Lit./LLD.Degree.: Yes/No ..... If yes, give the title of the  
Thesis, Name of the University, Year of award:.....

.....

16. Details of employment since leaving School or College to be stated chronologically, gaps, if  
any, should be accounted for:

Name of Office/Firm or institution where employed	Date of joining	Date of leaving	Reasons for leaving the previous service	Designation of post held and whether permanent or temporary	Give details of pay drawn, scale of pay, allowances, etc.

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

**Advt. No.**.....

**Date**.....

**PARTICULARS OF CANDIDATES FOR THE POST  
OF.....in CENTRE FOR DISTANCE AND ONLINE  
EDUCATION, 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*