



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

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

Employment Notification No. WBUTTEPA/RO/21/2021

Date:13.01.2021

The University invites application from Indian Nationals in the prescribed form for the following post:

1. Secretary to the Vice Chancellor : One post.

Qualifications: Graduation (Post graduation preferred). Proficiency in English. Can read, write and speak Bengali and Hindi. Efficiency in using Computer and other modern office gadgets. Skills in MS Office. A very good typing speed. Smart and well-spoken. High level of integrity. Experience of secretaryship in any higher education sector may be considered as added quality.

Scale of Pay- Rs. 42,600/- at level 10.

Deadline for submitting application is-

1. Hard copy of the application form alongwith C.V. should reach the University within 18.01.2021 afternoon.
2. Please super scribe the envelope with name of the post applied for .
3. Those who are already in service should apply through proper channel.
4. Canvassing in any form will disqualify a candidate.
5. Mere submission of application does not guarantee a call for interview as the method of screening will be applied as per selection criteria of the University. The selection will be made as per University selection procedure. University reserves the right for selection.
6. Incomplete applications will be rejected without intimation.

Sd/-
Registrar