

UTTAR BANGA KRISHI VISWAVIDYALAYA
P.O. Pundibari, Cooch Behar
West Bengal-736165

Notification No. UBKV/Rect./03/2024 dated 07.08.2024

Applications in prescribed form are invited from the Indian Nationals for filling up the post of **Assistant Law Officer** in the prescribed Pay Band with admissible Allowances and Benefits as per University norms.

Sl. No.	Name of the post	No. of posts	Scale of Pay	Age (as on 01 January 2024)
(i)	Assistant Law Officer	1(UR)	Level 10 with entry pay of Rs. 57,700/-	Not less than 30 years

UR: Unreserved / General category

NB: The number of post is provisional.

Sl. No.	Name of the Post	Criteria for the post
i.	Assistant Law Officer	a. Essential Qualifications: (i) Uniformly good academic record with a Degree in Law from a recognized University or a Premier Law School or College with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed, (ii) Must be enrolled as Legal Practitioner & be proficient in Arbitration Proceedings, Drafting Deeds, Petitions, etc. and dealing with Court Cases, (iii) Knowledge of service rules applicable to University/ State Govt. employees, (iv) 5 years' experience which should include experience as practicing Lawyer in a High Court or in any Court not lower than District Court, (v) Age not below 30 years. Relaxable in case of exceptionally qualified candidates. b. Desirable Qualifications: Experience in legal work in Govt./ quasi Govt. or Statutory Bodies.

N.B.: A relaxation of 5% marks may be provided at the Graduate and Master level for the SC/ST categories.

The post is permanent.

- Candidates, who have applied earlier in response to Notification vide no. UBKV/Rect./07/2013 dated 24.12.2013 and UBKV/Rect./08/2014 dated 16.06.2014 for the post of Assistant Law Officer need to apply afresh in new application form and with additional fees.**

Advance increments up to five in number may be allowed for exceptionally qualified and / or experienced candidates. The University has a provision of Career Advancement Scheme for its Officers as are approved by the State Govt. from time to time.

The University reserves the right not to fill up any post and to alter or modify any condition at any stage without adducing any reason thereof. Employed persons should apply through proper channel. No T.A./D.A. shall be admissible for appearing in the interview (or aptitude test as the case may be). For eligible candidates located abroad, selection may be done *in absentia* on the basis of records/testimonials on receiving formal communication expressing his/her inability to appear physically before the Standing Committee.

The candidates should attach documents as specified in the application form. Incomplete applications and applications not accompanied with the prescribed fee (unless exempted) are liable to be rejected. No correspondence shall be entertained in this aspect.

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Original documents in support of various claims should be produced at the time of interview.

A candidate must be in sound health. He/she must be prepared to undergo such medical examination and satisfy such medical authority as required.

Uttar Banga Krishi Viswavidyalaya is a Govt. of West Bengal funded University. The grant of leave, pay, advance, travelling and other allowances, and other service conditions of the officers of the University are regulated in accordance with the relevant rules/regulations/instructions of the *Uttar Banga Krishi Viswavidyalaya* / Govt. of WB from time to time.

The decision of the *Uttar Banga Krishi Viswavidyalaya* with regard to the eligibility or otherwise of any candidate based upon screening of the application and particulars / records submitted with the application by the candidate shall be final, and the University will not enter in to any correspondence in this regard with the ineligible candidates.

Canvassing in any manner shall lead to disqualification.

Interested candidates are required to apply in the prescribed form obtainable in the University website www.ubkv.ac.in with **Rs. 1000/- for UR OR Rs. 500/- for SC/ST candidates (or US\$100 for UR OR US\$50 for SC/ST candidates)** as non-refundable application fee to be paid electronically / online or through demand draft of any Nationalised Bank with name, address, post applied for and mobile number of the candidate hand-written tidily on the reverse side of the demand draft / electronic / online transaction receipt / proof of electronic / online payment.

Payment may be made by demand draft in favour of “UTTAR BANGA KRISHI VISWAVIDYALAYA” or electronically through “NEET” / “SWIFT” (Name of account holder: UTTAR BANGA KRISHI VISWAVIDYALAYA; Name of bank: State Bank of India; Branch address: Sagardighi square, Cooch Behar 736101 (WB); Account no. 11323855619; IFSC code: SBIN0000058; SWIFT code: SBININBB335).

The filled-in application form (superscribed as “Application Form for the post of Assistant Law Officer ” with full address of the candidate at the left side of the envelope) shall have to reach the office of the Registrar (Recruitment Section), *Uttar Banga Krishi Viswavidyalaya*, P.O. Pundibari, Dist. Cooch Behar, Pin-736165, West Bengal **within 06 September 2024**. However, no application form without accompanying the demand draft of requisite non-refundable application fee will be considered.

Employed person shall apply through proper channel. In case of anticipatory delay they may, however, send an **ADVANCE COPY** (clearly mentioning ‘ADVANCE COPY OF APPLICATION’) with requisite fee (with original demand draft / electronic / online transaction receipt / proof of electronic / online payment of requisite fee) **within 06 September 2024**. The original copy of application, duly forwarded by the employer with the No Objection Certificate as per stipulated format “**Certificate of Verification by Employer**” as provided in the application form, has to mandatorily reach the office of **The Registrar (Recruitment Section), Uttar Banga Krishi Viswavidyalaya, P.O. Pundibari, Dist. Cooch Behar, Pin-736165, West Bengal** on or before the date of interview (if called for).

The *Uttar Banga Krishi Viswavidyalaya* shall NOT remain responsible for any postal delay and shall NOT enter in to any correspondence on the aspect.

Providing any false information or claim may render the candidate liable to action as deemed fit by the authority apart from disqualification of candidature.

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Mere possession of the essential qualification shall not make an applicant entitled to be called for interview. Age may be relaxed for exceptionally qualified /experienced candidates. Application incomplete in any respect will be rejected without adducing any reason thereof.

The decision of the Screening / Standing Committee shall be final.

Date: 07.08.2024

Sd/-
Registrar (Actg.)