

Bengal Engineering and Science University, Shibpur
Howrah – 711103

Advt. No. RJ 1212

Applications in the prescribed format are invited from the Indian citizens for recruitment to the post of one Technical Assistant (Contractual) under the Professor-in-Charge, International Relations and Alumni Affairs of this University.

Essential qualifications: BCA with at least two years' experience preferably project assistant of a University, good knowledge in C & C++ for networking, Java & HTML for webpage design, Animation & Multimedia technology.

Age : Not more than 35 years as on 01.01.2012.

Remuneration and other terms and conditions as per the University rules.

Last date of submission of application : 15th February, 2012

Prescribed application form may be downloaded from the website www.becs.ac.in and to be submitted to the Receiving Section of the University either by person or by post along with a DD of Rs. 100/-(one hundred) only drawn in favour of " The Registrar, BESUS" on any Nationalised Bank payable in Kolkata. The application, completed in all must reach the Registrar latest by 15.02.2012. Only one set of attested copy of mark-sheet and testimonials etc. is to be attached with the original application only. Candidates already in Government or Semi-Government services must apply through proper channel.. The choice of the Selecting Authority need not be confined only to those who apply. The University reserves the right to reject any application without assigning any reason. The University may, at its own discretion, decide not to fill up any or all of the posts advertised.

Registrar

Advertisement No.

(For non-teaching posts)

APPLICATION FORMAT

**BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR
HOWRAH - 711103**

Space for pasting recent passport size (3.5cm x 3.5cm) PHOTOGRAPH of the candidate with his/her full signature thereon.

To
The Registrar
Bengal Engineering and Science University, Shibpur,
Howrah - 711103

CAUTION

(i) A candidate must consult the "Information" available with advertisement, then use the prescribed application format and fill in the application form correctly against all the items in his/her own handwriting with ball point pen or black ink and furnish required particulars/ documents. If any item(s) of the application is considered inapplicable to the candidate he /she should write 'NOT APPLICABLE or (N.A.)' against the particular item(s) and in any case no item of the application should remain unfilled.
(ii) Correction / overwriting, if any, should be accompanied by signature of the candidate.
(iii) **In case the application is not filled in accordance with the above instructions or any of the required documents is not enclosed, it will be treated as incomplete / defective and summarily rejected.**

1. Name in full (IN CAPITAL LETTERS) :
2. Name of post applied for (IN CAPITAL LETTERS) :
3. (a) Bank Draft : No. _____ Date : _____
- (b) Name of issuing Bank with Branch
4. (a) Candidate belongs to category : Genl. SC ST OBC-A OBC-B
(put a 'V' mark in appropriate box)
[if SC/ST/OBC, attach attested or self-certified copy of certificate]
- | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
- (b) Sex : Male Female
(Put a 'V', mark in appropriate box)
- | | | | |
|--|--------------------------|--|--------------------------|
| | <input type="checkbox"/> | | <input type="checkbox"/> |
|--|--------------------------|--|--------------------------|
5. (a) Date of birth : Day Month Year
(Attach self-certified or attested photocopy of age-proof certificate)
- | | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
- (b) Age as on 1st January, 2011 : yearsmonth(s)day(s)

6. (a) Complete Postal Address for :
corresponding including the name of
Post Office, Sub-Division, District
and Pin Code (IN CAPITAL LETTERS)

(b) Permanent Address :
(IN CAPITAL LETTERS)

(c) Contact phone no(s) with STD code :

7. Father's Name (IN CAPITAL LETTERS) :

8. (a) Mother tongue :

(b) Do you have the ability to read, write :
and speak in Bengali (Write 'Yes or 'No')

9. Educational Qualification :

[Attested or self-certified photocopy of certificate must be attached to the application. Attach extra sheet, if necessary]

| Name of Examination | Year of Passing | Board/ University | Subjects taken | Marks obtained | Division / Class |
|---------------------|-----------------|-------------------|----------------|----------------|------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

10. Do you possess basic knowledge or computer operation : Yes No
(Put '✓' mark in the appropriate box)
[Attach attested or self-certified photocopy of certificate
Issued by a recognized Institute/Institute of repute]

11. Experience, if any :
(attach extra sheet, if necessary)

DECLARATION

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false, my candidature is liable to be cancelled.

Date :

Place :

.....

Signature of the candidate in full

(Writing of name in block letter shall not be treated as signature)

N.B. : candidate should fill in the application form in his/her own handwriting. incomplete application or application with defect in any respect or without requisite documents will be summarily rejected.