



Employment Notification

There will be "Walk-in Interviews" for different posts at Mahatma Gandhi University, Purba Medinipur, West Bengal - 721628, purely on a contractual basis (under the re-employment scheme from competent retired government /quasi-government /government undertaking officials /persons or equivalent).

The interview shall be held on 31.08.2026, at 11:30 a.m. in Kolkata office of The University of Burdwan, EE 7/1, sector- ii, saltlake city, kolkata- 700091, near 10 no water tank.

A soft copy of the application along with all supportive documents, compiled as a single PDF file, should be sent to regmgu2026@gmail.com Within 7 (seven) days from the date of publication of the notification.

Details of the Posts:

1. Deputy Registrar: 01 (One) Post (Purely on contractual basis under re-employment scheme from retired persons)

Consolidated Pay: As to be framed by the Govt. of West Bengal

Age: Less than 65 years

Qualifications:

a. Essential

- i. Uniformly good academic record with a Master's Degree.
- ii. At least 10 years of experience as Associate Professor/ Lecturer/ Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration in Academic Institutions like University, Research Establishment and/or in an institute of higher learning of which 5 (five) years must be in a University or in an Institute of Post Graduate Study.

OR

Comparable experience in research establishments and other institutions of higher learning.

OR

10 (ten) years' administrative experience, of which 5 years shall be as Assistant Registrar or equivalent post.

b. Desirable

- i. Master's Degree with 55% marks or its equivalent grade in the point scale wherever a grading system is followed



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ii. A Doctorate Degree or published papers of high standard.

OR

iii. Experience of at least 10 years' in a fairly senior position in any academic institutions like a College or a University or a research organisation.

2. **Dean Student Welfare: 01 (One) Post** (Purely on contractual basis under re-employment scheme from retired persons)

Consolidated Pay: As to be framed by the Department of Higher Education, Govt. of West Bengal

Age: Less than 65 years Qualification

and Experience:

a) **Essential:**

i) Uniformly good academic record with a Master's Degree with Minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.

ii) At least 15 years' experience as Sr. Lecturer / Reader / Assistant Professor in the AGP of Rs.7000/- and above or with 8 years of service in the AGP of Rs.8000/- and above including as Associate Professor along with experience in educational administration in Academic Institutions like University, or in an Institute of Higher Learning of which 5 (five) years must be in a University or in an Institute of Post Graduate Study.

OR

Comparable experience in research establishments and other institutions of higher learning.

OR

15 (Fifteen) years' administrative experience, of which 8 years shall be as Registrar/ Deputy Registrar or equivalent post.

OR

High level administrative experience in government/quasi-government organization or a good background in administration and management in a senior position.

b) **Desirable:**

A Doctorate degree or published research work of merit.

3. **Finance Officer: 1 (One) Post** (Purely on contractual basis under re-employment scheme from retired persons)

Consolidated Pay: As to be framed by the Department of Higher Education, Govt. of West Bengal



Age: Less than 65 years

Qualification and Experience:

- i) Uniformly good academic record with a Master's Degree in Commerce / Finance with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii) Chartered Accountant or Cost Accountant or equivalent professional qualification. OR Master's Degree in Commerce / Business Administration with specialization in Finance. 15 (Fifteen) years of working experience in management of finance in a Government / University or Institute of Higher Learning / Commercial Establishment of which 5 years must be in higher administrative post involving supervision, control, planning and administration.

OR

High level administrative experience in government/quasi-government organization or a good background in administration and management in a senior position.

- 4. Assistant Registrar: 01 (One) Post** (Purely on contractual basis under re-employment scheme from retired persons)

Consolidated Pay: As to be framed by the Govt. of West Bengal

Age: Less than 65 years

Qualification and Experience:

a. Essential

- i. Uniformly good academic record with a Master's Degree.
- ii. At least 10 years' experience in a Supervisory capacity in a University or a Research Institute or a Government/ Quasi Government organization.
- iii. At least 5 (five) years' administrative experience.

b. Desirable

- i. Master's Degree with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
 - ii. A degree in Business Management or Law or Statistics or Planning.
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- 5. Assistant Controller of Examinations 01 (One) Post** (Purely on contractual basis under re-employment scheme from retired persons)

Consolidated Pay: As to be framed by the Govt. of West Bengal

Age: Less than 65 years

Qualification and Experience:

- I. Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.



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- II. At least 10 years' experience in a Supervisory capacity in a University or a Research Institute or a Government/ Quasi Government organisation.
- III. At least 5 (five) years' administrative experience.

Desirable Qualification:

- i. A degree in Business Management or Law or Statistics or Planning.
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6. Accountant: 01 (One) Post (Purely on contractual basis under re-employment scheme from retired persons)

Consolidated Pay: As to be framed by the Govt. of West Bengal

Age: Less than 65 years

Qualification and Experience:

- I. Bachelor's degree from a recognised University
- II. Five years' experience of Office administration in the capacity of Assistant (Accounts) or equivalent in a university / academic institution / Central Government / Government undertaking.
- III. Knowledge of Computer specially MS OFFICE, Excel and Accounting packages.

Desirable Qualification:

C.A. Inter.

General Instruction

1. Interested candidates may send a detailed bio-data in all respects, along with all supporting documents, by Speed Post to **The Registrar, Mahatma Gandhi University, Purba Medinipur, West Bengal - 721628**, West Bengal, India. Besides, a copy of the application along with all **attachments, compiled as a single PDF, is to be sent by email to regmgu2026@gmail.com** at **least 7 (seven) days prior to the scheduled date of interview.**

2. Candidates must bring a detailed bio-data in all respects, along with self-attested copies of all supporting documents and the original documents, at the time of appearing for the Walk-in Interviews.

3. Initially the appointments will be made for a period of 06 (six) months, subject to the approval of the Department of Higher Education, Govt. of West Bengal. Based on the performance they



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4. may be extended upto 65 years or until further order whichever would be earlier.
5. The University reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a University or Research Institution.
6. The University reserves the right of rejecting any or all the applications without assigning any reasons thereof.
7. Candidates applying for more than one post should apply separately for each post.
8. Mere eligibility will not vest any right on any candidate for being called for interview. The decision of the University in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection/interview. Canvassing in any manner would entail disqualification of the candidature.
9. Incomplete applications or applications without attested copies of certificates or received after the last date are liable to be rejected. The University reserves the right to conduct the written / screening test, if the number of applicants is large for a particular post.
- 10. NO INTERIM ENQUIRIES WILL BE ENTERTAINED.**
- 11. No TA/DA shall be admissible for attending the interview.**

Registrar
MAHATMA GANDHI UNIVERSITY
Mahishadal, Purba Medinipur, W.B.
Pin.-721628

