

Rani Rashmoni Green University
Tarakeswar, Hooghly, West Bengal

Employment Notification: 165/RRGU/Advt./2026 Dated: 27.05.2026

Rani Rashmoni Green University invites application from eligible Indian Nationals for filling up the following posts purely on temporary basis:

1. Registrar: 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: Preferably less than 65 years

Qualifications:

- 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 Deputy Registrar or equivalent post.

Desirable:

- (i) A Doctorate degree or published research work of merit.

OR

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

2. 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: Preferably less than 65 years

Qualification:

- 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.

OR

- ii) Chartered Accountant or Cost Accountant or equivalent professional qualification.

OR

Master's Degree in Business Administration with specialization in Finance.

- iii) 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.

3. Controller of Examinations: 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: Preferably less than 65 years

Qualifications:

(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 year's 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 Deputy Registrar/Controller or equivalent post.

(b) Desirable

- i) A Doctorate Degree or published research work of merit
- ii) High level administrative experience in a Government or Quasi-Government organization or a good background in administration and management in senior position.
- iii) For the Post of Controller of Examinations, it is essential to have experience in conduction of examinations either in institution of higher learning or in Service Commissions.

4. Dean of Students' Welfare: 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: Preferably less than 65 years

Qualifications:

- 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 Deputy Registrar or equivalent post.

Desirable:

- i) A Doctorate degree or published research work of merit.
- OR**
- ii) High level administrative experience in government/quasi-government organization or a good background in administration and management in a senior position.

5. Secretary of Schools: 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: Preferably 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.
- ii) At least 10 (ten) years' experience as 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 (five) years shall be as Assistant Registrar or equivalent post.

b. Desirable :

- i) A Doctorate degree or published papers of high standard

OR

Experience of at least 10 (ten) years in a fairly senior position in any academic institutions like a College or a University or a Research Organization.

6. Deputy Registrar: 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: Preferably less than 65 years

Qualifications:

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.

OR

At least 10 (ten) years' experience as 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 (five) years shall be as Assistant Registrar or equivalent post.

b. Desirable :

- i) A Doctorate degree or published papers of high standard.

OR

Experience of at least 10 (ten) years in a fairly senior position in any academic institutions like a College or a University or a Research Organization.

7. Development 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: Preferably less than 65 years

Qualifications:

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.

OR

At least 10 years' experience in a position involving supervision, control and planning of administration of Collages, Universities / Institutes of Higher Learning or Government or Quasi Government organization.

b. Desirable :

- i) A Doctorate or published work of high standard.
- ii) Experience of at least 7 years in University or in Post Graduate Research organization as Assistant Registrar or equivalent post. In that case, records of performance will be examined.

8. Assistant Registrar: 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: Preferably less than 65 years

Qualifications:

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) 10 years' experience in a Supervisory capacity in a University or a Research Institute or a Government / Quasi Government organization or a institute of Higher Learning/
- iii) At least 5 (five) years' administrative experience in a institute of Higher Learning.

b. Desirable

- i) Full-time experience in handling logistics for recruitment, seminars, workshops and training program in the university/institute of higher learning.
- ii) A degree in Business Management or Law or Statistics or Planning.

General Instructions:

1. Detailed Bio-Data in all aspects along with all supporting documents should be submitted along-with Google Form online **within 4th June, 2026.**
2. Initially the appointments will be made for a period of 06 (six) months. Based on the performance they may be extended in the post, subject to the approval of the Department of Higher Education.
3. Persons employed in Government/Semi Government Organizations/Autonomous Bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' from present employer during the time of interview. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.

4. Qualification of Masters Degree, if allowable, may be relaxed in case of candidates with at least 7 (seven) years experience as Superintendent or its equivalent post in a University. In such case the performance records of such candidates for 7 (seven) years will also be examined.
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 applicant is large for a particular post.
10. NO INTERIM ENQUIRIES WILL BE ENTERTAINED.
11. **Interested Eligible persons may submit their details by filling up the Google form:**
<https://forms.gle/NWuhZBp8fnTwV2c6A>



Registrar
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