

Rani Rashmoni Green University
Tarakeswar, Hooghly, West Bengal
www.rrgu.in

Employment Notification: *RRGU/Advt./ 01/2025* Dated: 10.12.2025

There will be "Walk-in-Interviews" for different posts in Rani Rashmoni Green University purely on contractual basis (under re-employment scheme from the competent retired government/quasi government/government undertaking officials/persons or equivalent).

The interview shall be held on Monday December 29, 2025 at 11:30 am in Government General Degree College, Singur Campus at the office of the Vice-Chancellor.

Details of the posts:

1. Registrar: 1 (One)

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.

or

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

Desirable:

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

2. Finance Officer: 1 (One) Post

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 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 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.

or

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

3. Secretary, Faculty Council for Post Graduate Studies: 1 (One)

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.

4. Personal Secretary to the Vice-Chancellor: 1 (One) Post

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

Qualification and Experience: Graduate in any discipline or its equivalent and working knowledge in computer application along with expertise in MS Word, MS excel, MS Power Point, *etc.* Preferences will be given to the candidates who have typing and editing knowledge/skills.

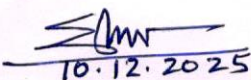
Desirable: Exposure to office procedures like maintenance of files, noting, drafting, *etc.*

General Instructions:

1. Detailed Bio-Data in all aspects along with all supporting documents should be sent to **The Registrar (Officiating), Rani Rashmoni Green University, Office at: Government General Degree College, Singur-712409, Hooghly, West Bengal.** Besides, copy of application along with all attachments as a single PDF may be sent to **registrarrgu@gmail.com** through email.
2. 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 may be extended further till the attainment of sixty five years of age.
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 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.


10.12.2025

Registrar (Officiating)

Registrar
Rani Rashmoni Green University

