

West Bengal Joint Entrance Examinations Board
Rupanna, DB-118, Sector-I, Salt Lake, Kolkata-700064

No. WBE/GL-39/Admin/2024

Dated 25.09.2024

RECRUITMENT TO THE POST OF 'OFFICER-ON-SPECIAL-DUTY' (OSD) PURELY ON TEMPORARY AND CONTRACTUAL BASIS AT WEST BENGAL JOINT ENTRANCE EXAMINATIONS BOARD.

West Bengal Joint Entrance Examinations Board (WBJEEB) invites applications from superannuated academicians/officers who have retired not below the rank of Associate Professor for engagement in the WBJEEB Office, Salt Lake, Kolkata as 'Officer- On -Special-Duty', purely on temporary and contractual basis at a fixed consolidated remuneration of Rs.1,00,000.00 (Rupees One Lakh) or last pay minus pension, whichever is less, per month.

The eligibility criteria and number of vacant post(s) are detailed below: -

- Name of the Post: - Officer- On -Special-Duty
- No. of post : 2 (Two)

- Qualification & Experience: - Superannuated academicians/officers who have retired not below the rank of Associate Professor holding Ph.D degree with at least 10 years' experience in academics / academic administration, especially experience in conducting examination and admission etc.
- Desirable :
 - i) Expertise in data-based system administration and handling large database operations
 - ii) Sound knowledge of various aspects of professional educational system in India, particularly in West Bengal.
 - iii) Candidates having experience to work with examination conducting bodies will be given preference.

- Service Condition: Appointment will be initially for a period of six months. A minimum of one month's notice is required for the candidate to leave his/her assignment. WBJEEB has also the right to terminate his /her service giving him/her one month's notice.
- How to apply:

Application furnishing a comprehensive **Curriculum Vitae**, including name of the applicant, Date of birth, Postal address (Permanent & Present) with Contact number, Email ID, date of joining in Academic Institution mentioning the name of the post and date of superannuation from Academic Institution mentioning the name of the post, educational qualification and work experience, supported by self-attested copies of documents along with two copies of passport size photograph (colour) in a sealed envelope, superscripted as 'Application for the post of Officer-on-Special-Duty. Application should be addressed to the **Registrar, West Bengal Joint Entrance Examinations Board, Rupanna, DB-118, Sector-I, Salt Lake, Kolkata-700064 and reached the WBJEEB Office positively within 24.10.2024 (upto 4.30 p.m.)** by 'Speed Post' only. WBJEEB will not responsible for any kind of postal delay.

WBJEEB reserves the right to change any or all criteria at any point of time without assigning any reason thereof.

Registrar