



DARJEELING HILLS UNIVERSITY

ITI Building, Bhasmey, Mungpoo, Darjeeling District, West Bengal—734313

Email: contact@dhu.edu.in Website: www.dhu.edu.in

Recognised under Section 2(f) of the UGC Act, 1956

Reference Number: DHU/RGR/N-1 (A-5)/2026/09/245

Date: September 9, 2026

NOTIFICATION

Advertisement for the post of Controller of Examinations at Darjeeling Hills University

Applications are invited for the engagement of Controller of Examinations for Darjeeling Hills University on a purely contractual basis (from competent retired Government/Quasi-Government/Government Undertaking Officials/Persons or equivalent).

Date of Notification of Advertisement	09.09.2026
Opening Date of Submission of Applications	09.09.2026
Closing Date of Submission of Applications	18.09.2026
Date of Notification of Eligible Candidates for the Interview	19.09.2026
Date of Interview	22.09.2026 or 23.09.2026

DETAILS OF POST

Consolidated Pay

As to be framed by the Department of Higher Education, Government of West Bengal.

Age

Between 60 years and 65 years.

Qualifications

1. Uniformly good academic record with a Master's Degree.



DARJEELING HILLS UNIVERSITY

ITI Building, Bhasmey, Mungpoo, Darjeeling District, West Bengal—734313

Email: contact@dhu.edu.in Website: www.dhu.edu.in

Recognised under Section 2(f) of the UGC Act, 1956

2. At least 15 (fifteen) years of experience as Sr. Lecturer, Reader, Assistant Professor, or equivalent, in AGP of Rs. 7000/- and above, or with 8 (eight) years of experience in service in the AGP of Rs. 8000 /- and above including as Associate Professor or equivalent, along with experience in educational administration in academic institutions such as Universities, or in an institute of higher learning, or in an equivalent sector, of which 5 (five) years must be in a University or in an institution of postgraduate studies.

OR

1. Comparable experience in research establishments and other institutions of higher learning or in an equivalent sector.

OR

1. 15 (fifteen) years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent post.

An equivalent post is one carrying the same Pay Band/Level and Grade Pay (or an equivalent post in the Pay Level 12 or higher).

Essential

1. Masters Degree with minimum 55% marks, or its equivalent grade in the point scale wherever a grading system is followed.

Desirable

1. Doctoral degree (PhD or equivalent).

GENERAL INSTRUCTIONS

1. Application in hard-copy with detailed bio-data or curriculum vitae in all relevant aspects, along with supporting documents should be submitted (by hand or by post) in a sealed envelope to the Office of the Registrar, Darjeeling Hills University, within the *Closing Date of Submission of Applications*, i.e. September 18, 2026, during working hours of the University. The name of the post and the advertisement notification number must clearly be mentioned on the sealed envelope. Address:

Office of the Registrar

Darjeeling Hills University

ITI Campus, Bhasmey, Mungpoo

District Darjeeling, West Bengal, India—734313



DARJEELING HILLS UNIVERSITY

ITI Building, Bhasmey, Mungpoo, Darjeeling District, West Bengal—734313

Email: contact@dhu.edu.in Website: www.dhu.edu.in

Recognised under Section 2(f) of the UGC Act, 1956

2. Candidates called for the interview process must bring a detailed bio-data or curriculum vitae in all relevant aspects, along with all original documents and self-attested copies of the same documents, at the time of appearing for the interview process.
3. Initially, the term of appointment will be made for a period of 6 (six) months, or till the regular appointments of the above posts in the University, or until further orders, whichever is earlier, subject to the approval of the Department of Higher Education, Government of West Bengal. Based upon performance, the term of appointment may be extended further till the attainment of sixty-five years of age.
4. For persons employed in Government/Semi-Government Organisations/ Autonomous Bodies:
 - a. The applications must be submitted through proper channel.
 - b. They may, however, send an advance copy of the application. Those who are unable to apply through proper channel may submit a 'No Objection Certificate (NOC)' from the present employer during the time of interview. However, they should submit an undertaking to that effect. Direct applications from such candidates will not be entertained.
 - c. No TA/DA shall be admissible for attending the interview process.
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 to reject any or all applications without assigning any reason thereof.
7. Mere eligibility does not vest any right on any candidate for being called for the interview. The decision of the University in all matters will be final. No correspondence will be entertained from the applicants in connection with the selection/interview process. Canvassing in any manner would entail disqualification of the candidate.
8. Incomplete applications, 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 candidates is large for the particular post.
9. The service of the selected candidate is liable to be terminated without any notice for any act of indiscipline, inefficiency, misconduct, disloyalty and/or commission of any act involving moral turpitude.
10. In case of any dispute or ambiguity that may occur in the process of selection, the decision of the University shall be final.
11. No interim enquiries shall be entertained.

Dr. Sujata Rani Rai
Registrar (Additional Charge)
Darjeeling Hills University



Copy forwarded for information to:

1. Vice-Chancellor, Darjeeling Hills University.
2. Senior Special Secretary, Department of Higher Education (University Branch), Government of West Bengal.
3. Finance Officer, Darjeeling Hills University.
4. Controller of Examinations, Darjeeling Hills University.
5. OSD to the Vice-Chancellor, Darjeeling Hills University.
6. Office Copy.