

# UNIVERSITY OF KALYANI



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Kalyani-741235, W.B.

Employment Notification: **17(Off)/Rect./2017 dated 07.06.2017**

University of Kalyani invites applications in eight (8) copies (**One in prescribed form, along with seven photocopies of it**) from eligible Indian citizens for the following substantive posts of the University.

- 1) **Deputy Registrar- One post (Unreserved)**
- 2) **Development Officer- One post (Unreserved)**

Prescribed Form along with bank challan will only be downloaded from University website [www.klyuniv.ac.in](http://www.klyuniv.ac.in) during **09.06.2017 to 04.07.2017**. Applicants will have to deposit **Rs. 800 for each post**. *SC/ST candidates are to pay one fourth of the application fees, for which they will have to attach copies of relevant certificates from the appropriate authority at the time of submission of application forms.* The application fees (non-refundable) through Bank Challan to be deposited in any branch of **State Bank of India** in the prescribed challan as given in the University website. Candidates are requested to send their filled up application form, along with the bank challan receipt copy (Second Copy) and copies of testimonials/certificates duly self attested to **“The Registrar, Administrative Building (1st Floor), University of Kalyani, P.O. Kalyani, Dist. Nadia, West Bengal, India, Pin-741235”** only through Registered/Speed Post. **No applications will be entertained by hand delivery.**

**Last date of receiving of prescribed application Form by the University is 07.07.2017.**

**Incomplete applications shall be rejected.**

## **DETAILS OF QUALIFICATIONS REQUIRED FOR THE AFORESAID POSTS:**

**1) Deputy Registrar** (Pay Band – Rs. 15,600- Rs.39,100 with a Grade Pay of Rs.8, 000).

### **Essential Qualification:**

- 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 years’ of 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 years shall be as Assistant Registrar or equivalent post.

- iii. Age not less than 35 years. Relaxable in case of exceptionally qualified candidates.

### **Desirable Qualification**

- i. A Doctorate Degree or published papers of high standard.

OR

- ii. Experience of at least 10 years’ in a fairly senior position in any Academic Institutions like a College or a University or a research organization.

**2) Development Officer** (Pay Band – Rs. 15,600 - 39,100 with a Grade Pay of Rs. 8,000).

### **Essential Qualification:**

- 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 years of experience in a position involving supervision, control and planning of Administration of colleges, Universities/ Institutes of Higher Learning or Government or Quasi Government organization.
- iii. Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.

**Desirable Qualification:**

- i. A Doctorate Degree or published work of high standard.
- ii. Experience of at least 7 (Seven) years in University or in post graduate research organization as Asst. Registrar or equivalent post. In that case records of performance will be examined.

**Additional information for the Candidates:**

- a) Above mentioned minimum qualifications are subject to modification by the UGC/State Government from time to time.
- b) A relaxation of 5% in the marks may be provided at the Master's Degree level for the candidates belonging to SC/ST/Differently-abled (Physically as well as Visually) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to the post. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace marks and/or rounding off procedures. A relaxation of 5% in the marks may be provided (i.e. from 55% to 50%) to the Ph.D. degree holders, who have obtained their Master's Degree prior to 19 September, 1991.
- c) Appointment will be made on probation for one year, which may be waived or extended and will be guided by the rules as framed and / or amended by the University from time to time.
- d) Fulfillment of minimum qualifications does not guarantee a call for interview. The University reserves the right to decide the number of candidates to be called for interview for a particular post.
- e) If the qualification possessed by the candidate is equivalent, then which of them and why it has been so treated must be indicated and documents must be produced.
- f) Candidates should clearly note that the University will in no case be responsible for non-receipt of application forms by the University and/or non-receipt of interview letter by the candidate, for postal delay or for any other reason whatsoever. Application received after the prescribed last date will not be entertained under any circumstances and all such applications will be summarily rejected. Incomplete applications will also be rejected.
- g) Reservation as per Government of West Bengal Rules. Benefit of Reservation can be claimed by a reserved candidate only from his State of origin, not from the State he/she has migrated.
- h) Candidate are directed to submit all the certificates/papers regarding academic records, publications, administrative experiences, teaching experiences and project (Major/Minor) along with their applications as they claimed.
- i) Candidates are requested to super-scribe the words "Application for the post of **Deputy Registrar/ Development Officer**" as the case may be on the top of the envelope while sending or submitting the application forms along with their full name, detailed address with email id and mobile phone number also.
- j) Candidates are requested to send their application **only through Speed /Registered Post** to the following address:

**Registrar**  
**University of Kalyani**  
**Administrative Building (1st Floor),**  
**P.O. & P.S.- Kalyani,**  
**Dist.- Nadia,**  
**Pin: 741235**

*Sd/-*  
**Registrar**