

UNIVERSITY OF KALYANI



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Kalyani-741235, W.B.

Employment Notification: 18(Off)/Rect./2017, dated 28.11.2017

University of Kalyani invites applications in eight (8) copies (**One in prescribed form and seven photocopies**) from eligible Indian citizens for the following substantive post of the University.

Dean of Students' Welfare- *One post (Unreserved)*

Prescribed Form along with bank challan will only be downloaded from University website www.klyuniv.ac.in during **29.11.2017 to 21.12.2017**. Applicants will have to deposit **Rs. 1000 for the post of Dean of Students' Welfare**. *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, 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 application is 28.12.2017.** **Incomplete applications shall be rejected.**

DETAILS OF QUALIFICATIONS REQUIRED FOR THE AFORESAID POST:

Dean of Students' Welfare (*Pay Band – Rs. 37,400 - 67,000 with a Grade Pay of Rs. 10,000*).

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 15 years' of 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.

- iii.** Age not less than 40 years. Relaxable in the case of exceptionally qualified candidate.

Desirable Qualification

- i.** Expertise in Behavioral Science will get preference.

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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 **Dean of Students' Welfare**" 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
West Bengal

Registrar