

University of Kalyani

Employment Notification: 01(Off)/DoR/2014, dated 28.02.2014

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 posts mentioned below:

1. Registrar – One(01) post Unreserved
2. Dean, Students' Welfare – One(01) post Unreserved
3. Secretary, Faculty Councils – One (01) post reserved for SC
4. Deputy Controller of Examinations - One(01) post Unreserved*
5. Assistant Librarian – One (01) post reserved for SC

Application forms will be available at the Directorate of Recruitment, adjacent to VC's Secretariat of the University on week days from 11 a.m. to 4 p.m. during 10.03.2014 - 31.03.2014 by paying application fee of Rs.1,000/- for the posts of Registrar and Dean of Students' Welfare; Rs.800/- for the posts of Secretary, Faculty Councils and Deputy Controller of Examinations; Rs.700/- for the post of Assistant Librarian in cash (not refundable) at the cash counter of the University. SC/ST candidates are to pay one fourth of the application fees, for which they will have to produce relevant certificates from the appropriate authority at the time of collecting forms.

Application form may also be down loaded from the University Website (www.klyuniv.ac.in) during the aforesaid period. In such cases the application fee is to be deposited along with the filled up application form by a/c payee bank draft of any nationalized bank drawn in favour of 'University of Kalyani' payable at Kalyani. An application fee of US dollar (\$) 50 in the form of a/c payee bank draft of any scheduled bank drawn in favour of 'University of Kalyani' payable at Kalyani shall accompany down loaded application forms sent from foreign countries.

Persons already in Government/Semi Government employment should apply through proper channel. Application should be duly filled up along with attested copies of relevant documents, certificates, mark sheets and reprints of research publications/books (one copy of each to be enclosed with the original form only).

Last date of submission and receiving of filled up application forms is 31.03.2014.

***Note: Those candidates who have applied for Deputy of Controller Examinations earlier (in response to *Employment Notification No. - F/3/2012, dated 07.08.2012*) need not apply again.**

DETAILS OF QUALIFICATIONS REQUIRED FOR THE AFORESAID POSTS :

1. REGISTRAR

(Pay Band – Rs. 37,400/- - 67,000/- with a Grade Pay of Rs. 10,000/-).

a. Essential Qualification

- i. Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade if the point scale 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.

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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.

b. Desirable Qualification

i. A Doctorate Degree or published research work of merit .

OR

ii. High level of administrative experience in a Government or Quasi Government organization or a good background in administration and management in a senior position.

2. DEAN OF STUDENTS' WELFARE

(Pay Band – Rs. 37,400/- - 67,000/- with a Grade Pay of Rs. 10,000/-).

a. Essential Qualification:

i. Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade if the point scale 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.

b. Desirable Qualification

i. Expertise in Behavioral Science will get preference

3. SECRETARY, FACULTY COUNCILS [Reserved for SC]

(Pay Band – Rs. 15,600/- - 39100/- with a Grade Pay of Rs. 8,000/-).

a. 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.

b. Desirable Qualification

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

OR

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

4. DEPUTY CONTROLLER OF EXAMINATIONS

(Pay Band – Rs. 15,600/- - 39100/- with a Grade Pay of Rs. 8,000/-).

a. 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.

b. Desirable Qualification

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

OR

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

- iii. Experience of at least 3 years in conducting examinations in either undergraduate teaching institution or equivalent.

**5. ASSISTANT LIBRARIAN [Reserved for SC]
(Pay Band -Rs. 15,600/- - 39,100/- with a Grade Pay of Rs. 6,000/-)**

- i. Master's degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% of the marks or its equivalent grade of 55% marks where grading system is practiced and a consistently good academic record with knowledge of computerization of library.
- ii. Qualifying in the National Eligibility Test (NET) or other accredited test like SLET/SET in Library Science conducted for the purpose by the UGC or any other agency approved by the UGC.
- iii. Holders of Ph.D degree as on the date Notifications of these Regulations, along with those candidates who are awarded a Ph.D degree through a process of admission, registration, course work and external evaluation as laid down in the UGC (Minimum Standards and Procedure for award of M.Phil./Ph.D degree), Regulations, 2009 and so adopted by the University shall be exempted from NET/SLET/SET.

Additional information for the Candidates:

- a) A relaxation of 5% in the marks may be provided at the graduate and master's 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 posts. 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.
- b) The University may relax, if so recommended by the Standing Committee on specific grounds, the stipulations regarding essential qualifications in case of candidates possessing exceptionally good academic records and / or outstanding capabilities of Administration.
- c) Appointments 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) The prescribed essential qualifications are the minimum and mere possession of the same does not entitle a candidate to be called for interview.
- 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) For the post of Dean, Students' Welfare, the selected candidate will have to stay within 5 kilometers distance from the University Head Qrts.
- h) Candidates are requested to super-scribe the words "Application for the post of Registrar / Dean, Students' Welfare / Secretary, Faculty Councils / Deputy Controller of Examinations/ Assistant Librarian" 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.
- i) Candidates are requested to send their application to the following address :

Director of Recruitment,
Vice-Chancellor's Secretariat,
Administrative Building (1st Floor),
Kalyani University,
P.O. & P.S.- Kalyani, Dt.- Nadia,
West Bengal, Pin-741235.

Director of Recruitment