



কৃষ্ণকান্ত হান্দিকৈ ৰাজ্যিক মুক্ত বিশ্ববিদ্যালয়
Krishna Kanta Handiqui State Open University
Housefed Complex, Last gate, Guwahati - 6

Advertisement No. R 1/2012

Applications in prescribed forms are invited from Indian citizens for the following posts --

1. Registrar (tenure) - Pay scale -37,400 to 67,000
(Grade pay 10,000/-)
2. Finance Officer (tenure) - Do -
3. Dean(Academic) (tenure) - Do -
4. Dean (Study Centres) (tenure) - Do -
5. Dy. Registrar (Exam) - Pay scale - 37,400 to 67,000
(plus grade pay of 9000 - for those having more than three years of service in the rank of Asstt. Professor.) or
15,600 to 39,100 (plus grade pay of 8000 - for those having less than three years of service in the rank of Asstt. Professor.)

Application forms with details of terms and conditions, qualification, age and other requirements can be obtained from the office of the Registrar during office hours on or before the last date or may be downloaded from www.kkhsou.in

Completed application in duplicate accompanied by a bank draft for ₹ 500/- (non-refundable) drawn in favour of KKHSO University, payable at Guwahati should reach the University on or before **10th March 2012**.

Applications in respect of posts at Sl. 2 to 5 should be sent to Registrar in an envelope superscribed "Application for the post of"

Applications in respect of the post of Sl. No.1 should be sent to the Vice-Chancellor in an envelope superscribed "Application for the post of Registrar."

Sd/-
(R.B. Mahanta)
Registrar



KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

Advertisement No.R 1/2012

Terms, Qualifications and other Requirements

1.Post : Registrar

Essential qualifications :

- i) A Master's degree with at least 55% of marks or its equivalent grade of B in the seven point scale.
- ii) At least 15 years of experience as Asstt. Professor in the AGP of 7000 and above or with 8 years of service in the AGP of 8000 and above including as Associate Professor along with experience in Educational Administration,

OR

Comparable experience in research establishments and/or other institutions of higher education,

OR

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

Desirable :

- i) Experience of working in Open University/Distance Education System.
- ii) A degree/diploma in Distance Education.
- iii) A Ph.D. degree.
- iv) Working knowledge of computer.

Age : Should not be less than 40 years and more than 55 years.

2.Post : Finance Officer

Essential qualifications :

- i) A Master's degree with at least 55% of marks or its equivalent grade of B in the seven point scale.

- ii) At least 15 years of experience as Asstt. Professor in the AGP of 7000 and above or with 8 years of service in the AGP of 8000 and above including as Associate Professor alongwith experience in Finance and Accounts,

OR

Comparable experience in research establishments and/or other institutions of higher education,

OR

15 years of administrative/Accounts experience, of which 8 years shall be as Deputy Treasurer or equivalent post.

Age : Should not be less than 40 years and more than 55 years.

3.Post : Dean (Academic)

Essential qualifications :

- i) An eminent scholar with Ph.D. and uniformly good academic career (not less than 50% marks in any examination), having published work of high quality, and actively engaged in research.

OR

An outstanding scholar with established reputation, who has made significant contribution to knowledge.

- ii) A minimum of 10 years of experience in postgraduate teaching and/or experience in research of the university/national level institutions of higher education, including experience of guiding research at doctorate level successfully.
- iii) Contribution to educational innovation, design of new curricula and courses, and technology-mediated teaching-learning process.

Desirable :

- i) At least 3 years administrative experience in university/college or equivalent institution of higher education.
- ii) Experience in conducting examination.
- iii) Experience of working in Open University/distance education system.
- iv) A degree/diploma in distance education.
- v) Working knowledge of computer.

Age : Should not be less than 40 years and more than 55 years.

4.Post : Dean (Study Centre)

Essential qualifications :

- i) An eminent scholar with Ph.D. and uniformly good academic career (not less than 50% marks in any examination), having published work of high quality, and actively engaged in research.

OR

An outstanding scholar with established reputation, who has made significant contribution to knowledge.

- ii) A minimum of 10 years of experience in postgraduate teaching and/or experience in research of the university/national level institutions of higher education, including experience of guiding research at doctorate level successfully.
- iii) Contribution to educational innovation, design of new curricula and courses, and technology-mediated teaching-learning process.

Desirable :

- i) A degree/diploma in distance education.
- ii) Experience of working in Open University/distance education system.
- iii) Experience in the administration of university/college or equivalent institutions of higher education.
- iv) Working knowledge of computer.

Age : Should not be less than 40 years and more than 55 years.

Term of office :

The term of office of the Registrar, the Finance Officer, the Dean (Academic) and the Dean (Study Centres) shall be five years but they may be eligible for re-appointment for further term.

5.Deputy Registrar (Examination)

Essential qualification :

- i) A Master's degree with at least 55% marks or its equivalent grade of B in the seven point scale with consistently good academic career (not less than 50% marks in any examination).
- ii) 5 years of experience as Assistant Registrar/Assistant Controller of examination in any university/Lecturer, or as Deputy Secretary or

equivalent rank in a higher secondary council or board of secondary education.

iii) Experience in conducting examinations.

Desirable :

i) A degree / diploma in distance education.

ii) Adequate knowledge of computer.

iii) Ph.D.

Note : The applications for all the above posts (Sl. No. 1 to 5) must be accompanied with a bank draft of 500/- drawn in favour of KKHSOU payable at Guwahati. The last date of receiving applications for the posts is 28th. February, 2012 (4 p.m.). No application will be entertained without bank draft and also after the due date.

Completed applications supported by documentary evidence of all information, should be submitted **in duplicate**.

Mere fulfillment of requirements will not entitle a candidate to be called for interview.

K.K. Handiqui State Open University
HousefedComplex : Guwahati - 781006

Prescribed form of application (Ref: Adv. No. R-1/2012)
(Employed persons are required to submit through proper channel)

Advertisement Number Post Applied for

(If space provided below is not sufficient separate sheet may be enclosed)

1. Name of the Applicant :
(in block letters)

2. (a) Father's name :
- (b) Mother's name :

3. Date of Birth :
D M Y

4. Nationality :

5. Categories : SC ST(Plains) ST(Hills) OBC
MOBC PH General

6. Permanent address :
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.....
.....

7. Address for correspondence :
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- Telephone number : E-mail Id :

8. Present Occupation :
 - i) Scale of pay/Pay band :
 - ii) Total salary - :

9. Academic qualification :
(copies of mark sheets and certificates be enclosed)

Examination passed	Year of passing	University/ Board	Subjects offered	Percentages of marks	Division
HSLC or Equivalent					
Higher Secondary					
Bachelor's Degree					
Master's Degree					
M. Phil.					
Ph. D.					
Diploma/Certificates					
Any other					

10. Title of the Ph.D. research :

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11. Teaching experience :
 a) Undergraduate :

b) Post graduate :

12. Research experience other than M. Phil and Ph.D. :

13. Experience of working in Open University/ ODL Institutions :

14. Proficiency in i) English :

ii) Assamese :

15. Whether qualified NET/SLET: Yes No If yes:Year :

Subject :

16. Publications : (give details)
- i) Journals :
 - ii) Seminar volume :
 - iii) Conference volume :
 - iv) Books published :
 - v) Books edited :

17. Name and address of two referees (not related to the applicant)
- (i) (ii)
 -
 -
 -

18. Membership of Professional Bodies (furnish detail) :
-
-

20. Any other information you may like to furnish :
-
-
-

The information provided above is true to the best of my knowledge and belief. I shall be liable to disciplinary action if any discrepancy in the above information or hiding of relevant facts or distortion of facts detected later.

Date :

Place :

(Signature of the Applicant)

N.B. : *Mere fulfillment of qualifications may not entitle a candidate to be called for interview.*