

**Advertisement No. R1 2016**  
**K.K. Handiqui State Open University**

Housefed Complex, Guwahati – 6

Applications are invited from the Indian citizens for the following Academic and Non Academic posts -

- |   |   |   |         |
|---|---|---|---------|
| 1. Professor in Political Science                                     | - | - | 1 post  |
| 2. Associate Professor in English                                     | - | - | 1 post  |
| 3. Associate Professor in History                                     | - | - | 1 post  |
| 4. Associate Professor in Computer Science                            | - | - | 1 post  |
| 5. Associate Professor in Teacher Education                           | - | - | 1 post  |
| 6. Assistant Professor in History                                     | - | - | 1 post  |
| 7. Assistant Librarian  | - | - | 1 post  |
| 8. Assistant Section Officer  | - | - | 1 post  |
| 9. Junior Assistant   | - | - | 4 posts |
| 10. Junior Accounts Assistant   | - | - | 2 posts |
| 11. Grade IV – ST(P)-1 post, ST(H)-2 posts, SC- 2 posts, Gen.-2 posts |   |   |         |

The details of required qualification, scale of pay, age limit etc. can be downloaded from the website of the university [www.kkhsou.in](http://www.kkhsou.in). The application should be accompanied by a bank draft of Rs. 1000/- for serial No. 1 to 7 and Rs. 500/- for serial No. 8 to 11 in favour of KKHSOU to be drawn at Guwahati. The last date for submission of application is **22<sup>nd</sup> July, 2016**.

Application should be sent to the undersigned in an envelope superscribed "Application for the post of ....." "

**Sd/-**  
**Registrar**

## Qualification and Requirement

### **A. Academic**

#### **1. Post of Professor in Political Science**

*Essential Qualification:*

Either (A)

- (i) A Master's Degree in Political Science from a recognized University with 55% marks (or an equivalent grade in a point scale wherever grading system is followed)
- (ii) An eminent scholar with Ph.D. qualification(s) in the concerned discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and /or research/policy papers
- (iii) A minimum of 10 years of teaching experience in University/College having at least 5 years teaching experience at post-graduate level and/or experience in research at the University/National level Institutions, including experience of successfully guiding candidates for research at doctoral level.
- (iv) Contribution to educational innovation, design of new curricula and courses and technology mediated teaching-learning process
- (v) A minimum score as stipulated in the Academic Performance indicator (API) based Performance Based Appraisal System (PBAS) set by UGC.

Or (B)

An outstanding professional, with established reputation in the relevant field, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

*Desirable qualification:*

- (i) A degree/diploma in distance education or working experience in distance education institution
- (ii) Adequate knowledge of Computer
- (iii) Proficiency in both English and Assamese languages

Scale of pay: Rs. 37,600 – Rs. 67,000 with grade pay of Rs. 10,000

(Pay to be fixed as per UGC guidelines and fixation formula)

Maximum age: 59 years on the last date of receipt of the application.

## **2. Post of Associate Professor in English**

### *Essential Qualification:*

(i) A Master's Degree in English from a recognized university with 55% marks (or an equivalent grade in a point scale wherever grading system is followed)

(ii) Good Academic Record with Ph.D degree from recognized university in the concerned/allied/relevant discipline.

(iii) A minimum of eight years of teaching experience and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution excluding the period of Ph.D. research with evidence of published work and a minimum of five publications as books and/or research/policy papers.

(iv) Contribution to educational innovation, design of new curricula and courses and technology mediated teaching-learning process with evidence of having guided doctoral candidates and research students.

(v) A minimum score as stipulated in the Academic Performance indicator (API) based Performance Based Appraisal System (PBAS) set by UGC.

### *Desirable qualification:*

(i) A degree/diploma in distance education or working experience in distance education institution

(ii) Adequate knowledge of Computer

(iii) Proficiency in both English and Assamese languages

Scale of pay: Rs. 37,600 – Rs. 67,000 with grade pay of Rs. 9,000

(Pay to be fixed as per UGC guidelines and fixation formula)

Maximum age: 59 years on the last date of receipt of the application.

### **3. Post of Associate Professor in History**

#### *Essential Qualification:*

- (i) A Master's Degree in History from a recognized university with 55% marks (or an equivalent grade in a point scale wherever grading system is followed)
- (ii) Good Academic Record with Ph.D degree from recognized university in the concerned/allied/relevant discipline.
- (iii) A minimum of eight years of teaching experience and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution excluding the period of Ph.D. research with evidence of published work and a minimum of five publications as books and/or research/policy papers.
- (iv) Contribution to educational innovation, design of new curricula and courses and technology mediated teaching-learning process with evidence of having guided doctoral candidates and research students.
- (v) A minimum score as stipulated in the Academic Performance indicator (API) based Performance Based Appraisal System (PBAS) set by UGC.

#### *Desirable qualification:*

- (i) A degree/diploma in distance education or working experience in distance education institution
- (ii) Adequate knowledge of Computer
- (iii) Proficiency in both English and Assamese languages

Scale of pay: Rs. 37,600 – Rs. 67,000 with grade pay of Rs. 9,000

(Pay to be fixed as per UGC guidelines and fixation formula)

Maximum age: 59 years on the last date of receipt of the application.

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#### **4. Post of Associate Professor in Computer Science**

*Essential Qualification:*

- (i) A Master's Degree in Computer Science from a recognized university with 55% marks (or an equivalent grade in a point scale wherever grading system is followed)
- (ii) Good Academic Record with Ph.D degree from recognized university in the concerned/allied/relevant discipline.
- (iii) A minimum of eight years of teaching experience and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution excluding the period of Ph.D. research with evidence of published work and a minimum of five publications as books and/or research/policy papers.
- (iv) Contribution to educational innovation, design of new curricula and courses and technology mediated teaching-learning process with evidence of having guided doctoral candidates and research students.
- (v) A minimum score as stipulated in the Academic Performance indicator (API) based Performance Based Appraisal System (PBAS) set by UGC.

*Desirable qualification:*

- (i) A degree/diploma in distance education or working experience in distance education institution
- (ii) Adequate knowledge of Computer
- (iii) Proficiency in both English and Assamese languages

Scale of pay: Rs. 37,600 – Rs. 67,000 with grade pay of Rs. 9,000

(Pay to be fixed as per UGC guidelines and fixation formula)

Maximum age: 59 years on the last date of receipt of the application.

## **5. Post of Associate Professor in Teacher Education**

### *Essential Qualification:*

- (i) Either a Master's Degree in any discipline with M.Ed. degree or a Master degree in Education with B.Ed. degree from a recognized University with 55% marks in both the examinations (or an equivalent grade in a point scale wherever grading system is followed) .
- (ii) Good Academic Record with Ph.D degree from a recognized university in the concerned discipline.
- (iii) A minimum of eight years of teaching experience and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution excluding the period of Ph.D. research with evidence of published work and a minimum of five publications as books and/or research/policy papers.
- (iv) Contribution to educational innovation, design of new curricula and courses and technology mediated teaching-learning process with evidence of having guided doctoral candidates and research students.
- (v) A minimum score as stipulated in the Academic Performance indicator (API) based Performance Based Appraisal System (PBAS) set by UGC.

### *Desirable qualification:*

- (i) A degree/diploma in distance education or working experience in distance education institution
- (ii) Adequate knowledge of Computer
- (iii) Good command in both English and Assamese languages

Scale of pay: Rs. 37,600 – Rs. 67,000 with grade pay of Rs. 9,000

(Pay to be fixed as per UGC guidelines and fixation formula)

Maximum age: 59 years on the last date of receipt of the application.

## **6. Assistant Professor in History**

### *Essential Qualification:*

- (i) Good academic record with at least 55% marks (or equivalent grade in a point scale whenever grading system is followed), at the Master's Degree in the relevant subject from a recognized University.
- (ii) Qualifying in the National/State Level Eligibility Test (NET/SLET) conducted for the purpose by UGC or any other agency approved by UGC. However, candidates, who are awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. degree) Regulations, 2009", shall be exempted from requirement of the minimum eligibility condition of NET/SLET.

### *Desirable qualification:*

- (i) A degree/diploma in distance education or working experience in distance education institution
- (ii) Adequate knowledge of Computer
- (iii) Proficiency in both English and Assamese languages

Scale of pay: Rs. 15,600/- to Rs. 39,100/- with grade pay of Rs. 6,000/-

(Pay to be fixed as per UGC guidelines and fixation formula)

Maximum age: 43 years on the last date of receipt of the application.

## **B. Non Academic**

### **1. Assistant Librarian**

#### *Essential Qualification:*

- (i) Good academic record with at least 55% marks (or equivalent grade in a point scale whenever grading system is followed), at the Master's Degree in Library Science/Information Science from a recognized University.
- (ii) Qualifying in the National/State Level Eligibility Test (NET/SLET) conducted for the purpose by UGC or any other agency approved by UGC. However, candidates, who are awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. degree) Regulations, 2009", shall be exempted from requirement of the minimum eligibility condition of NET/SLET.

#### *Desirable qualification:*

- (i) A degree/diploma in distance education or working experience in distance education institution
- (ii) Experience in computerization of library
- (iii) Proficiency in both English and Assamese languages

Scale of pay: Rs. 15,600/- to Rs. 39,100/- with grade pay of Rs. 6,000/-

(Pay to be fixed as per UGC guidelines and fixation formula)

## **2) Assistant Section Officer**

*Essential qualification:*

- (i) A bachelor degree in any discipline.
- (ii) 4 years of working experience in any institution of higher education.
- (iii) A minimum of 40 % marks in each of the public examinations right from matriculation

*Desirable qualification:*

- (i) A degree / diploma in distance education/ HRM.
- (ii) Adequate knowledge of computer.
- (iii) Working experience in ODL system

Scale of pay: Rs. 8,000/- to Rs. 35,000/- with grade pay of Rs. 4,400/-

(Pay to be fixed as per CPC guidelines and fixation formula)

## **3) Junior Assistant**

*Essential qualification:*

- (i) A bachelor degree in any discipline
- (ii) Adequate knowledge of computer

*Desirable qualifications:*

- (i) Working experience in ODL system

Scale of pay: Rs. 5,200/- to Rs. 20,200/- with grade pay of Rs. 2,300/-

(Pay to be fixed as per CPC guidelines and fixation formula)

#### **4) Junior Accounts Assistant**

*Essential qualification:*

- (i) A bachelor degree in any discipline
- (ii) Adequate knowledge of computer

*Desirable qualifications:*

- (i) Working experience in ODL system
- (ii) 5 years working experience in Accounts Branch of any educational institutions in case of Arts/Science Graduate
- (iii) 3 years working experience in educational institution in case of Commerce Graduate

Scale of pay: Rs. 5,200/- to Rs. 20,200/- with grade pay of Rs. 2,300/-

(Pay to be fixed as per CPC guidelines and fixation formula)

#### **5) Grade IV**

*Essential qualifications:*

- i) HSLC passed or equivalent

*Desirable qualifications:*

- i) Working experience in ODL system

Scale of pay: Rs. 4,560/- to Rs. 15,000/- with grade pay of Rs. 1,700/-

(Pay to be fixed as per CPC guidelines and fixation formula)

**N.B: Maximum age for the Non Academic posts is 43 years relaxable by 5 years for SC/ST candidates and employees working in the ODL institutions as on the last date of the receipt of the application (i.e. 22/07/2016) .**



# Krishna Kanta Handiqui State Open University

Head Office: Patgaon, Rani, Guwahati – 781017

City office: Housefed Complex, Last Gate, Dispur, Guwahati – 781006

## Prescribed Application Form for the Post of Academic Staff

Advertisement Number: ..... Post Applied for: - .....

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

Draft No. :- ..... Bank:- ..... Date:- .....

1. Name of the Applicant (in block letters) : .....
2. (a) Father's name : .....
- (b) Mother's name : .....
3. Date of Birth : .....
4. Nationality : .....
5. Categories : .....
6. Permanent address : .....
- Police Station:-.....
- Pin Code :-.....
7. Address for correspondence : .....
- Police Station:-.....
- Pin Code :-.....
- E mail id .....
- Contact No. ....

8. Academic qualification:

(Copies of mark sheets and certificates be enclosed)

Examination passed	Year of passing/Award	University/ Board	Subject offered	Percentages of marks	Division/ Class
HSLC or Equivalent					
Higher Secondary					
Bachelor's Degree					
Master's Degree					
Diploma in Distance Education					
Any Other					
M.Phil/Ph.D			Title:		

9. Whether qualified NET/SLET: Yes

If yes,

Year:

Subject:

10. Number of Publication(s)

i) Book: Written

Edited

ii) Seminar/Conference volume

iii) Research paper(s) in national journal

iv) Research paper(s) in international journal

11. Teaching Experience (in completed years):-

(a) Undergraduate

Full time

➡ Regular

Ad-hoc

(b) Postgraduate

Full time

➡ Regular

Ad-hoc

(c) Part time

(Give details in a separate sheet)

12. Research experience in completed years (excluding the period of M. Phil and Ph.D):

i) Number of minor research project completed

ii) Number of major research project completed

iii) Number of Ph.D students supervised and awarded degree

iv) Number of Ph.D students currently under supervising

(Give details in a separate sheet)

13. Present Occupation (if any)

: .....

i) Scale of pay :- .....

ii) Total salary :- .....

iii) Expected pay if not covered by the described pay.....

14. Proficiency in i) English

ii) Assamese

15. Name and address of two referees (not related to the applicant):-

i) ..... ii) .....  
.....  
.....  
Pin:-..... Pin:-.....

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

I do hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found fake or incorrect or incomplete or ineligibility being detected at any time before or after selection/interview, any candidature/appointment is liable to be rejected. I shall be bound by the decision of the University.

Date :

Place :

**(Full Signature of the Applicant)**

*General Information:*

- 1. All the posts are contractual for a term of 5 (five) years including a probation period of 1 (one) year. The term may be extended/ renewed based on performance and need.*
- 2. Those that are already in service shall have to apply through proper channel.*
- 3. Incomplete applications and application received after the specified date shall not be considered.*
- 4. The University reserves the right to shortlist the candidates based on merit amongst the applicants.*

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# Krishna Kanta Handiqui State Open University

Head Office: Patgaon, Rani, Guwahati – 781017

City office: Housefed Complex, Last Gate, Dispur, Guwahati – 781006

## Prescribed Application Form for the Posts of Non-Academic Staff

Advertisement Number: ..... Post Applied for: - .....

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

Draft No. :- ..... Bank:- ..... Date:- .....

1. Name of the Applicant (in block letters) : .....
2. (a) Father's name : .....
- (b) Mother's name : .....
3. Date of Birth : .....
4. Nationality : .....
5. Categories : .....
6. Permanent address : .....
- Police Station:-.....
- Pin Code :-.....
7. Address for correspondence : .....
- Police Station:-.....
- Pin Code :-.....
- Contact No. ....
8. Present Occupation (if any) : .....
- i) Scale of pay :- .....
- ii) Total salary :- .....

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

Examination passed	Year of passing	University/ Board	Subject offered	Percentages of marks	Division/ Class
HSLC or Equivalent					
Higher Secondary					
Bachelor's Degree					
Any Other					

10. Working Experience:-

(a) State Govt./ Central Govt./ Educational Institute  
{number of year(s)} :

(b) Experience of working in Open University/ ODL  
Institutions {number of year(s)} :

11. Proficiency in (e.g English, Assamese etc). :- i) ..... ii) ..... iii) .....

12. Name and address of two referees (not related to the applicant):-

i) ..... ii) .....  
.....  
.....  
Pin:-..... Pin:-.....

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

I do hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found fake or incorrect or incomplete or ineligibility being detected at any time before or after selection/interview, any candidature/appointment is liable to be rejected. I shall be bound by the decision of the University.

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- 4. The University reserves the right to shortlist the candidates based on merit amongst the applicants.*

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