

**Advertisement No. R1 2018**  
**K.K. Handiqui State Open University**  
Housefed Complex, Guwahati – 6

Applications are invited from the Indian citizens for the post of Registrar (Term post, Non Academic) for a period of five years.

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) or can be obtained from the university office at Patgaon/Housefed Complex. The application should be accompanied by a bank draft of Rs. 500/- in favour of KKHSOU to be drawn at Guwahati. The last date for submission of application is **6<sup>th</sup> August, 2018**.

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

**Sd/-**  
**Professor N N Sarma**  
**Secretary, Selection Committee**

## Qualification and Requirement

### 1. Post: Registrar

*Essential qualifications:*

EITHER – **I.** A Master's Degree with at least 55% of marks or its equivalent grade of B in the seven point scale with-

a) At least 15 years of experience either as Asstt. Professor in the AGP of Rs. 7000 and above or with 8 years' service in the AGP of Rs. 8000 and above including as Associate Professor with at least 3 years' experience in Educational Administration.

or

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

or

c) 15 years of administrative experience, of which 8 years as Deputy Registrar of a University or equivalent post.

OR - **II.** Officers in the Assam Civil Service not below the rank of Joint Secretary at the state level having Master's Degree in any subject and administrative experience of at least 15 years.

*Desirable qualifications:*

- 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

*Scale of pay:*

Rs. 37,400/- to Rs. 67,000/- with grade pay of Rs. 10,000/-  
(Pay to be fixed as per UGC guidelines and fixation formula)

Age: Not more than 59 years on the last date of submission of application



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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/award	University/ Board	Subject offered	Percentages of marks	Division/ Class
HSLC or Equivalent					
Higher Secondary					
Bachelor's Degree					
Master's Degree					
Diploma in DE/HRM					
M. Phil/ Ph.D.			Title:		
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. Teaching Experience (in completed years):-

(a) Undergraduate Full time  $\longrightarrow$  Regular  Ad-hoc

(b) Postgraduate Full time  $\longrightarrow$  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

(Give details in a separate sheet)

13. Number of Publication(s)

i) Seminar/Conference volume

ii) Research paper(s) in national journal

iii) Research paper(s) in international journal

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:- .

17. Number of document(s) enclosed :-

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. Incomplete applications and application received after the specified date shall not be considered.*
- 2. Those that are already in service shall have to apply through proper channel.*
- 3. The University reserves the right to shortlist the candidates based on merit amongst the applicants.*

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