



**Krishna Kanta Handiqui State
Open University**

Head Office: Patgaon, Rani, Guwahati - 781017

Advt. No. R3/2019

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

1. Audio-Visual Production Executive - One post
2. Accounts Officer - One post
3. Section Officer - Three posts
4. Accountant - One post
5. Assistant Section Officer - One post
6. Data Entry Operator - One post
7. Audio Visual Production Technician - One post
8. Junior Accounts Assistant - One post

The application form with details of required qualification(s), scale of pay, age limit etc. can be downloaded from the university website - www.kkhsou.in. The application should be accompanied by a bank draft of Rs. 1000/- in favour of KKHSOU to be drawn at Guwahati. The last date for submission of application is **22 July, 2019**.

Application in the prescribed format should reach the undersigned in an envelope superscribed with "Application for the post of"

Sd/-
Registrar

Qualification and Requirement

1. Audio-Visual production Executive

Essential qualifications:

- i) Master Degree in Journalism and Mass Communication/ Computer Science.
- ii) Five (5) years working experience in Multi Media Production Centre in Government organization/ PSU/ University system.

Desirable qualifications:

- i) Two (2) years working experience in Open and Distance Learning (ODL) system.
- ii) A degree/diploma in Distance Education.

Scale of Pay: Rs. 30,000/- to Rs.1,10,000/- with Grade pay Rs. 14,500/-

Maximum Age: As per State Government rule.

2. Accounts Officer (No of post : One)

Essential qualifications:

- i) A Master degree in Commerce/MBA (Finance) with consistently good academic record.
- ii) Five (5) years working experience in the rank of Accountant in the Govt. organization/Public Undertakings/Autonomous Institute/University.

Desirable qualifications:

- i) Two (2) years working experience in Open and Distance Learning (ODL) system.
- ii) Adequate knowledge of computer in Tally/Business Accounting/Commercial Accounting.
- iii) A degree/diploma in Distance Education.

Scale of Pay: Rs. 30,000/- to Rs.1,10,000/- with Grade pay Rs. 12,700/-

Maximum Age: As per State Government rule.

3. Section Officer (No of post : Three nos)

Essential qualifications:

- i) A Bachelor Degree with consistently good academic record.
- ii) Four (4) years working experience in the rank of Assistant Section Officer or equivalent post.
- iii) Two (2) years working experience in Open and Distance Learning (ODL) system.

Desirable qualifications:

- i) Adequate knowledge of Computer.
- ii) A degree/diploma in Distance Education.

Scale of Pay : Rs. 30,000/- – Rs.1,10,000/- with Grade pay Rs. 12,700/-

Maximum Age: As per State Government rule.

4. Accountant (No of post : one)

Essential qualifications:

- i) A Bachelor Degree in Commerce with consistently good academic record.
- ii) Four (4) years working experience in the rank of Senior Accounts Assistant or equivalent post.
- iii) Two (2) years working experience in Open and Distance Learning (ODL) system.

Desirable qualification:

- i) Diploma/Certificate in tally/Business Accounting/Commercial Accounting.
- ii) A degree/diploma in Distance Education.

Scale of Pay: Rs. 22,000/- – Rs.87,000/- with Grade pay Rs. 9,700/-

Maximum Age: As per State Government rule.

5. Assistant Section Officer (No of post : one)

Essential qualifications:

- i) A Bachelor Degree with consistently good academic record.
- ii) Four (4) years working experience in the rank of Senior Assistant or equivalent post.
- iii) Two (2) years working experience in Open and Distance Learning (ODL) system.

Desirable qualifications:

- i) Adequate knowledge of computer.
- ii) A degree/diploma in Distance Education.

Scale of Pay : Rs. 22,000/- – Rs.87,000/- with Grade pay Rs. 9,400/-

Maximum Age: As per State Government rule.

6. Data Entry Operator (No of post : one)

Essential qualifications:

- i) A Bachelor Degree with consistently good academic record.
- ii) A Diploma in Computer Application.
- iii) Two (2) years working experience in Open and Distance Learning (ODL) system.

Desirable qualifications:

- i) 3 (Three) years working experience in the rank of Junior Assistant.
- ii) A Degree / Diploma in Distance Education.

Scale of Pay : Rs. 14,000/- – Rs.49,000/- with Grade pay Rs. 8,700/-

Maximum Age: As per State Government rule.

7. Audio Visual Production Technician (No of post : One)

Essential qualifications:

- i) A Bachelor Degree in any discipline
- ii) Post Graduate Diploma in Journalism.
- iii) 2 (Two) years working experience in Open and Distance Learning (ODL) system.
- iv) Adequate knowledge of computer.

Desirable qualification:

- i) A degree / diploma in Distance Education.

Scale of Pay: Rs. 14,000/- – Rs.49,000/- with Grade pay Rs. 8,700/-

Maximum Age: As per State Government rule.

8. Junior Account Assistant (No of post : One)

Essential qualifications:

- i) A Bachelor Degree in Commerce.
- ii) Adequate knowledge of Computer in Tally etc.
- iii) 2 (Two) years working experience in Open and Distance Learning (ODL) system.

Desirable qualifications:

- i) A degree / diploma in Distance Education.

Scale of Pay: Rs. 14,000/- – Rs.49,000/- with Grade pay Rs. 6,400/-

Maximum Age: As per State Government rule.



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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: Date: Post Applied for: -

(If space provided below in 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.
- E-mail.
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					
Any Other					

10. Working Experience:-

- (a) State Govt./ Central Govt./ Educational Institute/
PSU/Autonomous Institute
{number of year(s)} :
- (b) Experience of working in Open University/ ODL
Institutions {number of year(s)} :

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

- i) ii)

 Pin:-..... Pin:-.....

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

13. 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. 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 upto the age of sixty.
2. Those who 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.
