



Advertisement No. KNU/R/Advt./04/18

Date: 26.11.2018

Kazi Nazrul University, invites online applications from eligible Indian Nationals for recruitment in the following **Administrative Posts** on Direct Recruitment Basis.

**Application Fee:**

Registrar, Controller of Examinations, Development and Planning Officer, Director, Deputy Director, Research Associate: **Rs. 1000/- (One thousand only)** for **Unreserved** and for **Scheduled Caste / Scheduled Tribe /Other Backward Class (Category-A) /Other Backward Class (Category-B)/ Persons with disabilities** are exempted from paying application fee.

1. **REGISTRAR: 01 Post [Unreserved] (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 in the point scale wherever a grading 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 year's 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. A Doctorate Degree or published research work of merit.

OR

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

- iii. ***Conversant with Information Communication Technology (ICT).***

2. CONTROLLER OF EXAMINATIONS: 01 Post [Unreserved] (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 in the point scale wherever a grading 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 year's 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. Experience in conduction of examinations either in institution of higher learning or in Service Commissions.
- iv. 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 organisation or a good background in administration and management in senior position.
- iii. To adopt a proactive approach and responsibility in providing ICT support, advice and one to one training to staff and students.
- iv. *Conversant with Information Communication Technology (ICT).*

**3. DEVELOPMENT & PLANNING OFFICER/ DEVELOPMENT OFFICER: 01 Post [Unreserved] (Pay Band – Rs. 15,600/- - 39100/- with a Grade Pay of Rs. 8,000/-).**

**a. Essential**

- 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' experience in a position involving supervision, control and planning of administration of Colleges, Universities/ Institutes of Higher Learning or Government or Quasi Government organisation.
- iii. Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.

**b. Desirable**

- i. A Doctorate or published work of high standard
- ii. Experience of at least 7 years in University or in Post Graduate Research organisation as Assistant Registrar or equivalent post. In that case, records of performance will be examined.
- iii. *Conversant with Information Communication Technology (ICT).*

**-: Nazrul Centre for Social and Cultural Studies :-**

**4. DIRECTOR : 01 Post [Unreserved ]**

**Scale – Pay Band – Rs. 37,400/- - 67,000/- with a Grade Pay of Rs. 10,000/. Equivalent to Scale of Professor**

**Essential Qualification**

**a)**

- 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 15 years' whole-time experience in teaching in substantive position in Universities/ Higher Education Institutes (HEIs) of which 5 years in the GP/ AGP of Rs. 8,000/- and above.

OR

Comparable experience as above in research establishments and other HEIs as faculty in



substantive post.

OR

15 (Fifteen) years' **whole-time** administrative experience in supervisory capacity, of which 5 years shall be as Deputy Registrar or equivalent post in HEIs.

OR

15 years administrative experience in posts with G.P not below Rs 5400/- and drawing present pay with G.P Rs. 7600/- and above in HEIs / Government or Quasi Government organization.

iii. At least 3 year whole-time experience in dealing with affairs directly linked with Public Administration/ Social Work/ Cultural Studies and related other disciplines.

iv. Age not less than 40 years. Relaxable in the case of exceptionally qualified candidate.

v. A Doctorate Degree in any discipline of studies.

OR

**b)**

*A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:*

*(i) 'A' grade artist of AIR/TV;*

*(ii) Twelve years of outstanding performing achievements in the field of specialization;*

*(iii) Significant contributions in the field of specializations and ability to guide research;*

*(iv) Participation in National/International Seminars/Conferences/ Workshops and / or recipient of National/International Awards/Fellowships; and*

*(v) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.*

## **5. DEPUTY DIRECTOR: 01Post – [Unreserved]**

**Scale** – Pay Band Rs. 15,600/- - 39,100/- with a Grade Pay of Rs. 9,000/- equivalent to the scale of Associate Professor.

### **Essential Qualification**

**a)**

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. A Doctorate Degree in any discipline of studies

iii. At least 10 years' of experience in teaching in substantive posts in Universities/ HEIs of which 5 years in the AGP/ GP of Rs. 6,000/- and above

OR

Comparable experience as above in research establishments and other institutions of higher learning as faculty in substantive position.

OR

Ten (10) years' fulltime administrative experience in supervisory capacity, of which 5 years shall be as Assistant Registrar or equivalent post in HEIs.

OR

Eight (8) years administrative experience not below the G.P of Rs 5400/- and drawing present pay with G.P Rs. 6600/- and above in Institutions of Higher Learning / Government or Quasi Government organization.

iii. Age not less than 35 years. Relaxable in the case of exceptionally qualified candidate.

OR

*b) A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should be or have:*

- (i) 'A' grade artist of AIR/TV;*
- (ii) Eight years of outstanding performing achievements in the field of specialization;*
- (iii) Experience in designing of new courses and /or curricula;*
- (iv) Participation in Seminars/Conferences in reputed institutions; and*
- (v) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.*

#### **6. RESEARCH ASSOCIATE : 01Post – [Unreserved]**

Scale – Scale of Assistant Professor (Pay Band – Rs. 15,600/- - 39100/- with a Grade Pay of Rs. 6,000/-)

#### **Essential Qualification**

**a)**

- 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. A Doctorate Degree from a recognized institution.
- iii. Age not below 25 years. Relaxable in case of exceptionally qualified candidates.

OR

**b)**

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should have:

- (i) Studied under noted/reputed traditional masters and has through knowledge to explain the subject concerned;
- (ii) A high grade artist of AIR/TV; and
- (iii) Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

Note:

1. In case of employees of the University who are otherwise found suitable for Assistant Registrar and equivalent posts, the Educational qualifications prescribed for direct



recruitment, need not be insisted upon but only those who are at least graduates should be eligible on recommendation of the Standing Committee.

2. **Those who applied earlier in response to the advertisement (Advt. No. KNU/R/NCSCS/Rectt./840/16 dated 08.12.2016) are required to apply again.**

**-:School of Mines and Metallurgical Engineering:-**

7. **DIRECTOR: 01 Post [Unreserved] (Pay Band Rs 37,400/- - 67,000/- plus Academic Grade Pay Rs 10,000).**

***Essential Qualifications: -***

- (a) A Ph. D degree with first class or equivalent at Bachelor's or Masters Degree in the Mining Engineering/ Mineral Engineering/ Rock Mechanics/ Mine Safety/ Industrial Metallurgy/ Extractive Metallurgy/ Mechanical Metallurgy/ Materials Engineering / Physical Metallurgy of Engineering and Technology.
- (b) A minimum of 10 years' experience of teaching or research of which at least 5 years should be at the level of Assistant Professor (in the revised pay band of Rs. 15,600-39,100 with Academic Grade Pay of Rs. 8000 or higher) or Reader or equivalent grade excluding the period the period spent on obtaining the research

OR

***For the Candidates from Industry and Profession***

Industrial/ professional experience of 8 (eight) years at managerial level equivalent to Assistant Professor (in the revised pay band of Rs. 15,600 - 39,100 with Academic Grade Pay of Rs. 8000 or higher) or Reader or equivalent grade with active participation record in designing, planning, executing, analyzing, quality control, innovating, training, writing technical books, research paper, publications/patents etc.

***Desirable Qualifications: -***

- (a) Post Ph. D published work such as research paper, patents filled/obtained, books and/or technical reports.
- (b) Experience of guiding Post Graduate/ Research students or supervising R & D projects in industry.

**Minimum Eligibility Criteria, Additional Experience and other recruitment rules of the Memorandum No. 141-Edn (U)/1U-91-08/11 dated 28<sup>th</sup> February, 2011 of the Department of Higher Education, Science & Technology and Biotechnology, Govt. of West Bengal will be followed for recruiting Administrative Staff of the University.**

*GENERAL CONDITIONS*

1. Online Application form submitted by the applicants should be properly filled in all respects by the applicants concerned and all the entries therein must be substantiated by supporting documents without which such applications would be treated as cancelled. **It is to be noted that applications without application fee would be cancelled.**
2. Already employed applicants should apply through proper channel.
3. Appointments will be made on probation for one year which may be extended depending on the assessment of performance of the incumbent during the probation period.
4. The University may verify the antecedents or documents submitted by a candidate at any time including at the time of appointment or during the tenure of his/her service and in case it is detected during any time of recruitment process and also any point of time after the appointment that the documents submitted by the candidate are fake or the candidate has deliberately misled by submission of fake/ false/ forged documents, his candidature/ service will be forthwith cancelled / terminated without assigning any reasons.
5. The prescribed essential qualifications / experience indicated above is bare minimum and mere possession of the same will not entitle the candidate to be called for interview. It is also to be noted that Kazi Nazrul University reserves the right to raise the *cut-off* level eligibility criteria than those indicated under the "*Essential Qualifications*" for the respective posts. The University will have the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed and / or by arranging a screening test as may be deemed fit. Selection may not be confined to the applicants only.
6. All the posts advertised are sanctioned by the Govt. of West Bengal and the age of superannuation for all the incumbents appointed to these posts as per existing rule or as may be notified by the Government of West Bengal from time to time.
7. All the incumbents to be appointed on final selection to these posts are liable to be transferred



8. A relaxation of 5% in marks (wherever necessary) may be provided for candidates (applicable for candidates domiciled in West Bengal) belonging to SC/ST/OBC/Differently able (physically as well as visually) categories.
9. Incomplete application will not be entertained.
10. University authority will not be responsible for any postal delay in case receipt of application by the University or receipt of Interview call letter by the applicant.
11. No TA / DA shall be paid to candidates for attending interview.
12. Only the selected candidate(s) in respect of the aforesaid posts (if any) will be intimated accordingly.
13. The University reserves the right not to fill up the posts advertised without assigning any reasons.
14. In case of any dispute the decision of the university will be final.
15. The High Court at Kolkata only will have the legal jurisdiction in this matter.
16. Link: <https://g21.digialm.com//EForms/configuredHtml/1697/53977/application.html>
17. Print out of filled in online APPLICATION FORM must be send **in a cover envelop superscribed as "Application for the post of ....., Category:....."** along with all supporting documents including payment details to **The Registrar, Kazi Nazrul University, Nazrul Road, P.O. – Kalla (C.H.), Asansol – 713340, West Bengal by speed post only.**

Date of opening online application submission	28.11.2018 (14:00hrs.)
Last Date for online application submission	12.12.2018 (23:55hrs.)
Last date of receipt of Print-out of ONLINE APPLICATION FORM along with supporting documents.	14.12.2018 (17:00hrs.)

Sd/-  
Registrar (OSD)