

**Advertisement No. R 1/2017**  
**K.K. Handiqui State Open University**  
Guwahati

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

- |                                 |   |          |
|---------------------------------|---|----------|
| 1. Dean (Academic)              | - | One post |
| 2. Deputy Director (Multimedia) | - | One post |

The form of application with 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/- (Rs. 600/- in case of application form obtained from the University office) in favour of KKHSOU to be drawn at Guwahati. The last date for submission of application is **19<sup>th</sup> June, 2017**.

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

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

## Qualifications and Requirements

### **1. Dean (Academic)**

#### *Essential qualification:*

i) A master degree with at least 55% marks or its equivalent grade of B in the seven point scale having minimum of fifteen (15) years of teaching experience out of which at last five (5) years shall be as Associate Professor with at least five (5) years in the post graduate level and with adequate number of publications in research journal.

or

An eminent scholar with published work of high standard, actively engaged in research, with ten (10) years of experience in post graduate teaching and/ or experience at the University/ National level research institution.

or

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

- ii) A Ph D degree in the subject and the evidence of successfully guiding Ph D scholars of recognized Universities.
- iii) At least three (3) years' experience in Educational Administration.

#### *Desirable qualification:*

- i) Experience of working in Open University or Open and Distance Education system
- ii) A degree/diploma in distance education
- iii) Effective working knowledge of computer.

#### *Scale of pay:*

Rs. 37,600/- to Rs. 67,000/- with grade pay of Rs. 10,000/-  
(Pay to be fixed as per UGC guidelines and fixation formula)

#### *Age :*

Should not be more than 55 years as on the last date of receipt of the application. May be relaxed in case of internal candidates.

## **2) Deputy Director (Multimedia)**

### *Essential qualification:*

- (i) A Master's degree with 55% marks or equivalent grade of B in the seven point scale in Mass Communication/ Computer Science with consistently good academic record.
- (ii) Ph D degree in concerned subject.
- (iii) A minimum of five (5) years of experience in teaching of which at least three years shall be at the postgraduate level.
- (iv) A minimum three (3) years of experience in audio-visual production in ODL system

### *Desirable qualification:*

- (i) A degree / diploma in Distance Education.
- (ii) Experience of working in Open University/Distance Education system in programme production and programme delivery.
- iii) In case of a master's degree holder in Mass Communication, adequate knowledge of computer and in case of a master's degree holder in Computer Science, adequate knowledge of audio-visual material production.

### *Scale of pay:*

Rs. 15,600/- to Rs. 39,100/- with grade pay of Rs. 7,600/-  
(Pay to be fixed as per UGC guidelines and fixation formula)

### *Age :*

Should not be more than 55 years as on the last date of receipt of the application.

### *General Information:*

1. All the posts are contractual for a term of five (5) 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.

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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 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. ....
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. 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 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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