

Advertisement No. R 4/2017
K.K. Handiqui State Open University
Guwahati

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

- | | | |
|--|---|----------|
| 1. Director, Centre for Internal Quality Assurance (CIQA) | - | One post |
| 2. Deputy Director (Multimedia) | - | One post |
| 3. Assistant Regional Director | - | One post |
| 4. Administrative Officer | - | One post |
| 5. Academic Consultant in Sociology | - | One post |
| 6. Academic Consultant in Commerce
(Specialization - Accountancy) | - | One post |
| 7. Audio Visual Production Technician | - | 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. 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 **23rd September, 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. Director, CIQA

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.

iv) Experience of working in Open University or Open and Distance Education System

Desirable qualification:

i) A degree/diploma in distance education

ii) 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 :

Below 55 years as on the last date of receipt of the application.

2) Deputy Director (Multimedia)

Essential qualification:

(i) A Master's degree with 55% marks or its equivalent grade of B in the seven point scale in Mass Communication/ Computer Science with consistently good academic record.

(ii) Five years of experience as an Assistant Professor in a College or a University with experience in educational administration

Or

Comparable experience in research establishment and/or other institutions of higher education.

Or

Five (5) years of experience as Assistant Registrar or in an equivalent post

Desirable qualification:

(i) A minimum three (3) years of experience in audio-visual production in ODL system

(ii) A degree / diploma in Distance Education.

(iii) Experience of working in Open University/Distance Education system in programme production and programme delivery.

iv) 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 :

Below 55 years as on the last date of receipt of the application.

3) Assistant Regional Director

Essential qualification:

i) A Master's degree with at least 55% marks or its equivalent grade of B in the seven point scale.

Desirable qualification:

i) Adequate knowledge of computer.

ii) A degree / diploma in the distance education.

Scale of pay:

Rs. 15,600/- to 39,100/- with grade pay of Rs. 5,400/-
(Pay to be fixed as per UGC guidelines and fixation formula)

Age:

As per State Government rule/notification.

4) Administrative Officer

Essential qualification:

- (i) A Master's degree with 55% marks or its equivalent grade of B in the seven point scale with consistently good academic record.
- (ii) Minimum 5(five) years of working experience in higher educational institutions
- iii) Experience of working in Open University or Open and Distance Education System

Desirable qualification:

- (i) A degree / diploma in distance education
- (ii) Adequate knowledge of computer.

Scale of pay:

Scale of pay: Rs. 12,000/- to Rs. 40,000/- with grade pay of Rs. 6,000/-
(Pay to be fixed as per CPC guidelines and fixation formula)

Age:

Below 50 years as on the last date of receipt of the application.

5 & 6. Academic Consultant in Sociology and Commerce (Specialization- Accountancy)

Essential Qualification:

- (i) Good academic record with at least 55% marks (or equivalent grade in a point scale whenever grading system is followed), with relaxation of marks for SC/ST/differently able candidates as per the UGC guidelines for the purpose of eligibility, 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. 21,600/- (fixed)

Age:

As per State Government rule/notification.

7) Audio Visual Production Technician

Essential qualification:

- (i) A Bachelor's degree in any discipline.
- (ii) Post Graduate Diploma in Journalism
- (iii) *Working experience in ODL system*

Desirable qualification:

- (i) Adequate knowledge of computer.

Scale of pay:

Rs. 5,200/- to Rs. 20,200/- with grade pay of Rs. 2,500/-
(Pay to be fixed as per CPC guidelines and fixation formula)

Age :

As per State Government rule/notification.



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	Percentage s 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:- .

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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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: -

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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  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

(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):-

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Pin:-.....

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Pin:-.....

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