



Krishna Kanta Handiqui State Open University

Advertisement No. R-3/2013

Terms, Qualifications and other Requirements

1. Post: Dean (Study Centre)

Essential Qualifications:

- (i) A Master's degree with at least 55% marks or its equivalent grade of B in the seven point scale and with a consistently good academic record, and having a minimum of 15 (fifteen) years teaching and administrative experience. The requisite teaching and administrative experience shall include (a) at least five years of service against a post of Associate Professor or above, (b) at least 5 (five) years of teaching at the post-graduate level, (c) at least 3 (three) years experience in educational administration.

Or

A Master's degree with at least 55% marks or its equivalent grade of B in the seven point scale and with a consistently good academic record having at least 15 years experience of teaching and educational administration, out of which a minimum of eight years should be in educational administration.

- (ii) A Ph.D. degree

Desirable:

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

Age: should not be less than 45 (forty-five) years and more than 59 (fifty-nine) years on the last date of submission of application.

Term of office: The term of the Dean (Study Centre) shall be five years but they may be eligible for re-appointment for further term.

Scale of Pay: Rs. 37,400/- to Rs. 67,000/- with Grade Pay of Rs. 10,000/-

2. Post: Assistant Librarian

Essential Qualifications:

- i) A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with uniformly good academic (or an equivalent grade in a point scale

wherever grading system is followed). A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and visually differently-abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment.

ii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. However, candidates, who are, or have been 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 the requirement of the minimum eligibility condition of NET/SLET/SET.

iii) Good knowledge of computerization of library.

Desirable:

- i) A degree/diploma in distance education.
- ii) Evidence of innovative library service and published work.
- iii) Experience of working in ODL system

Term of office: The term of the Assistant Librarian shall be five years but they may be eligible for re-appointment for further term.

Scale of Pay: Rs. 15,600/- to Rs. 39,100/- with Grade Pay of Rs. 6,000/-

3. Post: Assistant Registrar (Public Relations)

Essential Qualifications:

i) A Master's degree in Mass Communication/ Public Relations from a recognized University with at least 55% marks or its equivalent grade of B in the seven point scale with consistently good academic career.

Desirable:

- i) A degree/ diploma in Human Resource Management
- ii) A degree/diploma/experience in distance education.
- iii) Experience of various Public Relations and Advertising activities of any organization
- iv) Knowledge of PR campaign, publicity activities, research and project cum report preparation
- v) Computer proficiency.

Term of office: The term of the Assistant Registrar (Public Relations) shall be five years but they may be eligible for re-appointment for further term.

Scale of Pay: Rs. 15,600/- to Rs. 39,100/- with Grade Pay of Rs. 5,400/-

4. Post: Assistant Registrar (Examinations)

Essential Qualifications:

- i) A Master's degree with at least 55% marks or its equivalent grade of B in the seven point scale with consistently good academic career.
- ii) Experience in conducting examinations in responsible position in any statutory bodies.

Desirable:

- i) A degree/diploma/experience in distance education.
- ii) Knowledge of computerization in Examination/ automation.

Term of office: The term of the Assistant Registrar (Examination) shall be five years but they may be eligible for re-appointment for further term.

Scale of Pay: Rs. 15,600/- to Rs. 39,100/- with Grade Pay of Rs. 5,400/-

5. Post: System Analyst

Essential Qualifications:

- i) A M.Tech / M.Sc. in Computer Science / Information Technology / MCA with at least 55% marks or its equivalent grade of B in the seven point scale with consistently good academic career.

Desirable:

- i) A degree/diploma/experience in distance education.
- ii) Experience in system & network management and software development of a reputed educational institute / university/ research institution.

Term of office: The term of the System Analyst shall be five years but they may be eligible for re-appointment for further term.

Scale of Pay: Rs. 15,600/- to Rs. 39,100/- with Grade Pay of Rs. 5,400/-

6. Post: Assistant Regional Director (Jorhat Centre)

Essential Qualifications:

- i) A Master's degree with at least 55% marks or its equivalent grade of B in the seven point scale with consistently good academic career.
- ii) Three years administrative/ academic experience in reputed institutes of Higher Education.

Desirable:

- i) A degree/diploma/experience in distance education.
- ii) Working knowledge of computer.

Term of office: The term of the Assistant Regional Director shall be five years but they may be eligible for re-appointment for further term.

Scale of Pay: Rs. 15,600/- to Rs. 39,100/- with Grade Pay of Rs. 5,400/-

Notes

- 1) The applications for all the above posts (Sl. No. 1 to 6) must be accompanied with a bank draft of Rs. 500/- drawn in favour of KKHSOU payable at Guwahati. The last date of receiving applications for the posts is 28th February, 2013 (4 p.m.). No application will be entertained without bank draft and also after the due date.
- 2) Completed applications supported by documentary evidence of all information, should be submitted **in duplicate**.
- 3) Post of Assistant Regional Director is equivalent to the rank and status of Assistant Registrar and transferable.
- 4) Mere fulfillment of requirements will not entitle a candidate to be called for interview.



KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY
Housefed Complex : Guwahati - 781006

Prescribed form of application (Ref: Adv. No. R-3/2013)
(Employed persons are required to submit through proper channel)

Advertisement Number Post Applied for

(If space provided below is not sufficient separate sheet may be enclosed)

1. Name of the Applicant :
(in block letters)
2. (a) Father's name :
(b) Mother's name :
3. Date of Birth : _D _M _Y
4. Nationality :
5. Categories : SC ☐ ST(Plains) ☐ ST(Hills) ☐ OBC ☐
MOBC ☐ PH ☐ General ☐
6. Draft No., Date....., Bank.....
7. Permanent address :
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Telephone No.

8. Address for correspondence :
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.....

Telephone number : E-mail Id :

9. Present Occupation:
i) Scale of pay/Pay band :
ii) Total salary - :

10. Academic qualification :
(copies of mark sheets and certificates be enclosed)

Examination passed	Year of passing	University/ Board	Subjects offered	Percentages of marks	Division
HSLC or Equivalent					
Higher Secondary					
Bachelor's Degree					
Master's Degree					
M. Phil.					
Ph. D.					
Diploma/Certificates					
Any other					

11. Title of the Ph.D. research :

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12. Teaching experience :
a) Undergraduate :

b) Post graduate :

13. Research experience other than M. Phil and Ph.D. :

14. Experience of working in Open University/ ODL Institutions :

15. Proficiency in i) English :

ii) Assamese :

16. Whether qualified NET/SLET: Yes ☐ No ☐ If yes: Year:
Subject:

17. Publications: (give details)
i) Journals :

ii) Seminar volume :

iii) Conference volume :

iv) Books published :

v) Books edited :

18. Name and address of two referees (not related to the applicant)

(i)	(ii)

19. Membership of Professional Bodies (furnish detail):

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20. Any other information you may like to furnish:

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The information provided above is true to the best of my knowledge and belief. I shall be liable to disciplinary action if any discrepancy in the above information or hiding of relevant facts or distortion of facts detected later.

Date:

Place:

(Signature of the Applicant)

N.B.: Mere fulfillment of qualifications may not entitle a candidate to be called for interview.