

Advertisement No. R5 2017
K.K. Handiqui State Open University
Housefed Complex, Guwahati – 6

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

- | | | | | |
|---|---|---|---|---------|
| 1. Associate Professor in English | - | - | - | 1 post |
| 2. Assistant Section Officer (Administration) | | | - | 1 post |
| 3. Assistant Section Officer (Publication) | - | - | - | 1 post |
| 4. Senior Assistant | - | | - | 2 posts |
| 5. Grade IV – ST(H) | - | | - | 2 posts |

The 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 November, 2017**.

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

Sd/-
Registrar

Qualification and Requirement

A) Academic

1) Associate Professor in English

Essential Qualifications:

- (i) A Master's Degree in English from a recognized university with 55% marks (or an equivalent grade in a point scale wherever grading system is followed)
- (ii) Good Academic Record with Ph.D degree from recognized university in the concerned/allied/relevant discipline.
- (iii) A minimum of eight years of teaching experience and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution excluding the period of Ph.D. research with evidence of published work and a minimum of five publications as books and/or research/policy papers.
- (iv) Contribution to educational innovation, design of new curricula and courses and technology mediated teaching-learning process with evidence of having guided doctoral candidates and research students.
- (v) A minimum score as stipulated in the Academic Performance indicator (API) based Performance Based Appraisal System (PBAS) set by UGC.

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. 37,400 – Rs. 67,000 with grade pay of Rs. 9,000

(Pay to be fixed as per UGC guidelines and fixation formula)

Maximum age: 55 years on the last date of receipt of the application.

B) Non Academic

1) Assistant Section Officer (Administration)

Essential qualification:

- (i) A bachelor degree in any discipline
- (ii) A minimum of 45% marks in each of the public examinations right from HSLC
- (iii) At least 4 (four) years' experience of working in any recognized and well known educational institution
- (iv) Adequate knowledge and experience of computer operation

Desirable qualification:

- (i) A degree / diploma in distance education/ HRM.
- (ii) Working experience in ODL system

Scale of Pay:

Rs. 8,000/- to Rs. 35,000/- with grade pay of Rs. 4,400/-
(Pay to be fixed as per CPC guidelines and fixation formula)

Age:

As per State Government rule/notification

2) Assistant Section Officer (Publication)

Essential qualification:

- (i) A bachelor degree in any discipline
- (ii) A minimum of 50% marks in each of the public examinations right from HSLC
- (iii) At least 5 (five) years' experience of working in any recognized and well known publication house
- (iv) Adequate knowledge and experience of computer operation

Desirable qualification:

- (i) A degree / diploma in distance education/ HRM.
- (ii) Working experience in ODL system

Scale of Pay:

Rs. 8,000/- to Rs. 35,000/- with grade pay of Rs. 4,400/-
(Pay to be fixed as per CPC guidelines and fixation formula)

Age:

As per State Government rule/notification

3) Senior Assistant

Essential qualification:

- (i) A bachelor degree in any discipline
- (ii) A minimum of 40% marks in each of the public examinations right from HSLC
- (iii) At least two years' experience of working in any recognized and well known educational institution
- (iv) Adequate knowledge and experience of computer operation

Desirable qualifications:

- (i) Working experience in ODL system

Scale of Pay:

Rs. 5,200/- to Rs. 20,200/- with grade pay of Rs. 3,300/-
(Pay to be fixed as per CPC guidelines and fixation formula)

Age:

As per State Government rule/notification

4) Grade IV (ST-H)

Essential qualifications:

- i) HSLC passed or equivalent

Desirable qualifications:

- i) Working experience in ODL system

Scale of Pay:

Rs. 4,560/- to Rs. 15,000/- with grade pay of Rs. 1,800/-
(Pay to be fixed as per CPC guidelines and fixation formula)

Age:

As per State Government rule/notification

N.B: Maximum age for the above mentioned Non Academic posts is 43 years as per State Government Rule/ Notification relaxable by 5 years for SC/ST candidates and employees working in the ODL institutions as on the last date of the receipt of the application (i.e. 23/11/2017) .



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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 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	Percentages 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

 No

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: -

(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 :-.....
- 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):-

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.

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