



University of Calcutta

Senate House, 87/1 College Street, Kolkata-700073

No. Est./2229/39A, dated : 26.10.2018

University of Calcutta invites applications in the prescribed proforma for appointment to the posts of

1. **Deputy Registrar** – one post, reserved for OBC-A
2. **Deputy Controller of Examinations** – one post, reserved for ST
3. **Assistant Controller of Examinations** – one post, reserved for SC.

For application form and details regarding educational qualification, experience and general conditions, etc., please visit the University website <http://www.caluniv.ac.in>. Applications should reach the office of the Registrar, 1st Floor, Darbhanga Building, 87/1 College Street, Kolkata-700073 along with enclosures within 30 November 2018.

A handwritten signature in blue ink, appearing to be 'Smt.' followed by a name.

Registrar

(officiating)

University of Calcutta



UNIVERSITY OF CALCUTTA

Senate House, 87/1 College Street, Kolkata- 700 073

No. Est./2229 /39A

Dated :26.10.2018

Applications are invited for filling up the following posts of whole-time Officers in the Scale of Pay as stated below plus admissible allowances.

Sl. No.	Post	No of posts	Reservation Status	Pay Band Scale	Essential Qualification / Experience	Desirable Qualification
1.	Deputy Registrar	01 (one post)	Reserved for OBC-A	Pay Band : Rs. 15,600-39100/- with a Grade Pay of Rs. 8000/-	<p>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.</p> <p>ii. At least 10 years' of experience as Lecturer/ Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration in Academic Institutions like University, Research Establishment and/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.</p> <p>OR</p> <p>Comparable experience in research establishments and other institutions of higher learning.</p> <p>OR</p> <p>10 (ten) years' administrative experience, of which 5 years shall be as Assistant Registrar or equivalent post.</p> <p>iii) Age : Not below 35 years. Relaxable in case of exceptionally qualified candidates</p>	<p>i. A Doctorate Degree or published papers of high standard.</p> <p>OR</p> <p>ii. Experience of at least 10 years' in a fairly senior position in any academic institutions like a College or a University or a research organization.</p>

2.	Deputy Controller of Examinations	01 (one post)	Reserved for ST	Pay Band : Rs. 15,600-39100/- with a Grade Pay of Rs. 8000/-	<p>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.</p> <p>ii. At least 10 years' of experience as Lecturer/ Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration in Academic Institutions like University, Research Establishment and/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.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishments and other institutions of higher learning.</p> <p style="text-align: center;">OR</p> <p>10 (ten) years' administrative experience, of which 5 years shall be as Assistant Registrar or equivalent post.</p> <p>iii. Age : Not below 35 years. Relaxable in case of exceptionally qualified candidates.</p>	<p>i. A Doctorate Degree or published papers of high standard.</p> <p style="text-align: center;">OR</p> <p>ii. Experience of at least 10 years' in a fairly senior position in any academic institutions like a College or a University or a research organisation.</p> <p>iii. For Deputy Controller of Examinations it is essential to have experience of at least 3 years in conducting of examinations in either undergraduate teaching institution or equivalent.</p>
3.	Assistant Controller of Examinations	01 (one post)	Reserved for SC	Pay Band : Rs. 15,600-39100/- with a Grade Pay of Rs. 6000/-	<p>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.</p> <p>ii. At least 10 years' experience in a Supervisory capacity in a University or a Research Institute or a Government/ Quasi Government organisation.</p> <p>iii. At least 5 (five) years' administrative experience.</p> <p>iv. Age : Not below 30 years.</p>	A degree in Business Management or Law or Statistics or Planning.

					Relaxable in case of exceptionally qualified candidates	
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FOR FILLING UP / SUBMISSION OF APPLICATION FORM, GENERAL CONDITIONS AND OTHER RELATED INSTRUCTIONS

- Blank application form in 'pdf' format (with synopsis) is available at the University website : <http://www.caluniv.ac.in>
- Download the form of application (with synopsis) from the University website for filling up
- OBC-A candidates are required to pay a fee of Rs. 80/- in Demand Draft to be drawn in favour of University of Calcutta, payable at Kolkata
- SC and ST candidates need not to pay any fee.
- Please fill up the blank application form (with synopsis) and send the complete application form (with synopsis, one original and seven photocopies) along with attested photocopies of all certificates and testimonials to the office of the Registrar, University of Calcutta. Darbhanga Building, 1st Floor,, 87/1 College Street, Kolkata-700073 within 30 November 2018
- Please superscribe the envelope with the name of the post applied for and the advertisement number
- Those who are already in service should apply through proper channel
- Mere application does not guarantee a call for interview.
- All qualifications, experience will be recognized till the last date of submission of application
- Please follow University website for any update / notification time to time regarding above appointment
- University will not be liable for any kind of postal delay
- Incomplete applications will be rejected without any intimation.
- For reservation of OBC, SC, ST, **the certificates issued by the competent authority within the state of West Bengal shall only be considered valid.** Such certificates issued by other states shall not be considered for the purpose of reservation.
- Candidates belonging to OBC-A category must submit a re-validated certificate (non-creamy layer) issued by the competent authority as prescribed under the Act for confirmation of their non-creamy layer status.
- Age will be calculated as on the date of advertisement
- Relaxation of upper age limit and percentage of marks in academic qualifications will be provided as per existing rules.

Sd/-



Registrar (officiating)

University of Calcutta