

University of Calcutta

87/1, College Street, Kolkata-700073

Ref.No.:DR/ADV-1/2019

Date : 3-09-2019

Applications are invited for the post of Registrar (Unreserved Post) in the Pay Band scale Rs. 37,400–67,000/-; Grade Pay Rs. 10,000/-(PB-4) with other admissible allowances. Requisite qualifications are given below:

a. Essential Qualification :

- 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.
- ii. At least 15 years' of experience as Sr. Lecturer / Reader / Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration in Academic Institutions like University, 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.

OR

Comparable experience in research establishment and other institutions of higher learning.

OR

15 (Fifteen) years' administrative experience, of which 8 years shall be as Deputy Registrar or equivalent post.

- iii. Age not less than 40 years. Relaxable in the case of exceptionally qualified candidate.

b. Desirable Qualification :

- i. A Doctorate Degree or published research work of merit.
- ii. High level of administrative experience in a Government or Quasi Government organisation or a good background in administration and management in senior position.

Candidates already in employment should apply through proper channel.

Applications (7 copies) and signed synopsis 7 copies in prescribed form to be downloaded from the University website at www.caluniv.ac.in.

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Application Fees :

Fees for General Candidates - Rs. 200.00

For OBC-A & OBC-B & PH Candidates - Rs. 80.00

Fees for SC & ST Candidates - NIL

No fees shall be charged for SC and ST candidates (subject to submission of appropriate caste certificate issued by the Competent Authority under the Government of West Bengal).

Payments be made by bank draft in favour of University of Calcutta.

Caste certificates issued by the authorities of other state shall not be acceptable in the state of West Bengal. Candidates belonging to OBC-A & OBC-B categories 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. Applicants belonging to reserved category shall be provided relaxation of age and marks in academic qualification as per Government rules.

Completely filled in applications must reach the office of the Vice-Chancellor, Darbangha Building (1st floor), 87/1 College Street, Kolkata - 700073 within 7 days.

Those who have already applied need not apply again.

The envelope containing Application should bear **the Advertisement No. and the name of the Post.**

Deputy Registrar
(Acting)
University of Calcutta