



Advertisement No. KNU/R/Advt./02/19

Date: 13.01.2019

Kazi Nazrul University, invites online applications from eligible Indian Nationals for recruitment in the following **Administrative Posts** on Direct Recruitment Basis.

**Application Fee:**

Rs. 1000/- (One thousand only) for **Unreserved** and for **Scheduled Caste / Scheduled Tribe /Other Backward Class (Category-A) /Other Backward Class (Category-B)/ Persons with disabilities** are exempted from paying application fee.

**1. DEVELOPMENT & PLANNING OFFICER/ DEVELOPMENT OFFICER: 01 Post [Unreserved] (Pay Band – Rs. 15,600/- - 39100/- with a Grade Pay of Rs. 8,000/-).**

**a. Essential**

- 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 10 years' experience in a position involving supervision, control and planning of administration of Colleges, Universities/ Institutes of Higher Learning or Government or Quasi Government organisation.
- iii. Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.

**b. Desirable**

- i. A Doctorate or published work of high standard
- ii. Experience of at least 7 years in University or in Post Graduate Research organisation as Assistant Registrar or equivalent post. In that case, records of performance will be examined.
- iii. *Conversant with Information Communication Technology (ICT).*

**Minimum Eligibility Criteria, Additional Experience and other recruitment rules of the Memorandum No. 141-Edn (U)/1U-91-08/11 dated 28<sup>th</sup> February, 2011** of the Department of Higher Education, Science & Technology and Biotechnology, Govt. of West Bengal will be followed for recruiting Administrative Staff of the University.

GENERAL CONDITIONS

1. Online Application form submitted by the applicants should be properly filled in all respects by the applicants concerned and all the entries therein must be substantiated by supporting documents without which such applications would be treated as cancelled. **It is to be noted that applications without application fee would be cancelled.**
2. Already employed applicants should apply through proper channel.
3. Appointments will be made on probation for one year which may be extended depending on the assessment of performance of the incumbent during the probation period.
4. The University may verify the antecedents or documents submitted by a candidate at any time including at the time of appointment or during the tenure of his/her service and in case it is detected during any time of recruitment process and also any point of time after the appointment that the documents submitted by the candidate are fake or the candidate has deliberately misled by submission of fake/ false/ forged documents, his candidature/ service will be forthwith cancelled / terminated without assigning any reasons.
5. The prescribed essential qualifications / experience indicated above is bare minimum and mere possession of the same will not entitle the candidate to be called for interview. It is also to be noted that Kazi Nazrul University reserves the right to raise the *cut-off* level eligibility criteria than those indicated under the “*Essential Qualifications*” for the respective posts. The University will have the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed and / or by arranging a screening test as may be deemed fit. Selection may not be confined to the applicants only.
6. All the posts advertised are sanctioned by the Govt. of West Bengal and the age of superannuation for all the incumbents appointed to these posts as per existing rule or as may be notified by the Government of West Bengal from time to time.
7. All the incumbents to be appointed on final selection to these posts are liable to be transferred
8. A relaxation of 5% in marks (wherever necessary) may be provided for candidates (applicable for candidates domiciled in West Bengal) belonging to SC/ST/OBC/Differently able (physically as well as visually) categories.
9. Incomplete application will not be entertained.
10. **University authority will not be responsible for any postal delay in case receipt of application by the University or receipt of Interview call letter by the applicant.**



11. No TA / DA shall be paid to candidates for attending interview.
12. Only the selected candidate(s) in respect of the aforesaid posts (if any) will be intimated accordingly.
13. The University reserves the right not to fill up the posts advertised without assigning any reasons.
14. In case of any dispute the decision of the university will be final.
15. The High Court at Kolkata only will have the legal jurisdiction in this matter.
16. Link: <https://g21.digialm.com//EForms/configuredHtml/1697/53977/application.html>
17. Print out of filled in online APPLICATION FORM must be send **in a cover envelop superscribed as "Application for the post of ....., Category:....."** along with all supporting documents including payment details to **The Registrar, Kazi Nazrul University, Nazrul Road, P.O. – Kalla (C.H.), Asansol – 713340, West Bengal by speed post only.**

Date of opening online application submission	14.01.2019 (00:01hrs.)
Last Date for online application submission	18.01.2019 (23:55hrs.)
Last date of receipt of Print-out of ONLINE APPLICATION FORM along with supporting documents.	21.01.2019 (17:00hrs.)

*Sd/-*  
**Registrar (OSD)**