



Advertisement No. KNU/R/Rectt./842/20

Date: 23.10.2020

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

Application Fee:

Registrar / Finance Officer: Rs. 1000/- (One thousand) only.

1. REGISTRAR: 01 Post [Unreserved] [Entry pay Rs. 1,44,200/- As per Govt. Order No.-1306(22)-Edn(U)/EH/1U-77/17 dated 30thDecember, 2019]

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 establishments and other institutions of higher learning.

OR

15 (Fifteen) years of 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.



OR

- ii. High level of administrative experience in a Government or Quasi Government organisation or a good background in administration and management in senior position.
- iii. Conversant with Information Communication Technology (ICT).

2. Finance Officer: 01 Post [Unreserved] [Entry pay Rs. 1,44,200/- As per Govt. Order No.-1306(22)-Edn(U)/EH/1U-77/17 dated 30th December, 2019]

a. Essential Qualification

- i. Uniformly good academic record with a Master's Degree in Commerce/Finance with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii. Chartered Accountant or Cost Accountant or equivalent professional qualification
OR
Master's Degree in Business Administration with specialization in Finance
- iii. 15 (fifteen) years of working experience in management of finance in a Government/University or Institute of Higher Learning/Commercial Establishment of which 5 years must be in higher administrative post involving supervision, control, planning and administration.
- iv. 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.

OR

- ii. High level of administrative experience in a Government or Quasi Government organisation or a good background in administration and management in senior position.
- iii. Conversant with Information Communication Technology (ICT).

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 restricted 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 is as per the existing rules or the rules as may be notified by the Government of West Bengal from time to time.
7. All the incumbents 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 abled (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 of receipt of application by the University or receipt of Interview call letter by the applicant.
11. No TA / DA shall be provided to candidates for attending interview.
12. No candidate selected in respect of the aforesaid posts will be intimated regarding selection.
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:443//EForms/configuredHtml/1697/53977/application.html>



17. Print out of filled in online APPLICATION FORM must be sent in a covered 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 of online application submission	23.10.2020 (14:00hrs.)
Last Date for online application submission	09.11.2020 (23:55hrs.)
Last date of receiving of Print-out of ONLINE APPLICATION FORM along with supporting documents by the University	13.11.2020 (17:00hrs.)

**Sd/-
Registrar (Addl. Charge)**