



Maulana Abul Kalam Azad University of Technology, West Bengal
Main Campus: NH-12, Haringhata, Simhat, Nadia - 741129
City: BF-142, Sector – I, Salt Lake City, Kolkata – 700064

Advertisement No. : MAKAUT/REG/VACANCY-02/2018 dt. 12/11/2018

Applications are invited from Indian citizens for appointment to various officers' positions as detailed in the table as per existing rules and regulation.

Position Vacant

Sl.no.	Post	Nos.	Category
1.	Registrar	1	UR
2.	Controller of Examinations	1	UR
3.	Assistant Registrar	1	UR
4.	Assistant of Controller of Examinations	1	UR

1. REGISTRAR (Pay Band – Rs. 37,400/- - 67,000/- with a Grade Pay of Rs. 10,000/-).

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 year's 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' 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 administrative Government organisation or a management in senior position experience in a Government or Quasi good background in administration and Management in senior position.



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2. CONTROLLER OF EXAMINATIONS (Pay Band – Rs. 37,400/- - 67,000/- with a Grade Pay of Rs. 10,000/-).

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 year's 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' 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 administrative Government organisation or a management in senior position experience in a Government or Quasi good background in administration and Management in senior position.



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- iii. For the Post of Controller of Examination, it is essential to have experience in conduction of examinations either in institution of higher learning or in Service Commissions.

3. ASSISTANT REGISTRAR (Pay Band – Rs. 15,600/- - 39,100/-with a Grade Pay of Rs. 6,000/-).

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 10 years' experience in a Supervisory capacity in a University or a Research Institute or a Government/ Quasi Government organisation.
- iii. At least 5 (five) years' administrative experience.
- iv. Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable Qualification

- i. A degree in Business Management or Law or Statistics or Planning

4. ASSISTANT CONTROLLER OF EXAMINATIONS (Pay Band – Rs. 15,600/- - 39,100/-with a Grade Pay of Rs. 6,000/-).

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 10 years' experience in a Supervisory capacity in a University or a Research Institute or a Government/ Quasi Government organisation.
- iii. At least 5 (five) years' administrative experience.
- iv. Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable Qualification

- i. A degree in Business Management or Law or Statistics or Planning



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Application Guidelines:

1. Six copies of applications must be submitted together with recent passport size photographs, addressed to: The **Registrar, Maulana Abul Kalam Azad University of Technology, BF-142, Sector – I, Salt Lake City, Kolkata – 700064.**
2. The soft copy of the filled in application form only (Word Format as provided) need to be sent to the following email: registrar.makaut@gmail.com
The subject of the email should be: **VACANCY-02/2018 dt. 12/11/2018**
3. The hard copy of the Application must reach the office of the Registrar within **14/12/2018** along with a **Demand Draft of Rs. 1000/- in favour of Maulana Abul Kalam Azad University of Technology, West Bengal, payable at Nadia** (Rs.500/- for SC/ST/OBC/PH category).
4. Envelope must be properly superscribed with the post applied for as **“Application for the post of..... SI. no. of the Post Advertisement No. : MAKAUT/REG/VACANCY-02/2018 dt. 12/11/2018”**
5. The applications must be sent in different envelopes for different posts.
6. One set of self – attested photocopies of all relevant documents must be submitted along with the application.
7. Application forms submitted by the applicants must be properly filled in in all respect by the applicants concerned and all the entries therein must be substantiated by supporting documents without which such applications would be treated as invalid. It is to be noted that applications without application fee would be rejected.
8. Already employed applicants should apply through proper channel.
9. In this advertisement notice, the term “Higher Educational Institute” connotes to educational institutions belonging to the level of colleges or universities duly recognised by the competent authority (ies).
10. The University reserves the right to determine the number of candidates to be called for interview.
11. 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.
12. 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 the time of recruitment process and also at 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/ forged documents, his candidature/ services will be forthwith cancelled/ terminated without assigning any reason.
13. The prescribed essential qualifications/experience indicated above is bare minimum and mere possession of the same will not entitle the candidates to be called for interview. It is also to be noted that the University reserves the right to raise the cut-off level of eligibility criteria beyond those indicated under the “Essential Qualifications” for the respective posts. The University will have the right to restrict the number of



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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.

14. All the posts (Serial no. 1 to 4) advertised are sanctioned by the Govt. of West Bengal. The age of superannuation for the incumbent appointed to the post of Registrar (Sl. No. 1) would be 62 years or as may be notified by the Govt. of West Bengal from time to time. For all other posts (Sl. No. 2 to 4) the age of superannuation for the incumbent appointed to these posts would be 60 years or as may be notified by the Govt. of West Bengal from time to time.
15. All the incumbents to be appointed on final selection to these posts are liable to be transferred amongst different locations of the University.
16. 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.
17. Incomplete application will not be entertained.
18. 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.
19. No TA/DA shall be paid to candidates for attending interview.
20. Only the selected candidate(s) in respect of the aforesaid posts (if any) will be intimated accordingly.
21. Canvassing in any form will lead to the cancellation of the candidature.
22. The University reserves the right not to fill up the post advertised without assigning any reason.
23. In case of any dispute the decision of the University will be final.
24. The High court at Kolkata only will have the legal jurisdiction in this matter.

Important dates:

1. **Date of Publication of Notice** : 14/11/2018
2. **Last date of Receipt of Application** : 14/12/2018
3. **Advertisement Notice No.** : MAKAUT/REG/VACANCY-02/2018 dt. 12/11/2018

s/d
Registrar (Acting)