

# University of Calcutta

87/1, College Street, Kolkata-700073

Ref. No. : EST/2320/39A

Date : 12-02-2019

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](http://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 13/3/2019.**

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

Registrar (Acting)  
University of Calcutta