



BHATTADEV UNIVERSITY

A State University established under Assam Act No. XXXVI of 2017

Bajali:: Pathsala-781325::Assam::India

www.bhattadevuniversity.ac.in

Advertisement No.: Bhatt.U/ Advt./NTS/OCR/05/2024/5083

dated:16/08/2024

Applications are invited from eligible Indian Nationals for the Following Posts at Bhattadev University.

| Sl. No. | Posts | No. of Posts | Category | Pay Scale |
|---------|-----------------------------------|--------------|----------|--|
| 1. | Registrar | 1(One) | UR | Rs. 1,44,200-2,18,200/- (Pay Level-14) |
| 2. | Deputy Controller of Examinations | 1(One) | UR | Rs.78,800/- - 2,11,500/- (Pay Level-12) |

GENERAL INSTRUCTIONS, TERMS AND CONDITIONS

1. Registrar:

The Post of Registrar will be for a term of five years, with the incumbent remaining on probation for up to two years following which her/his position may become confirmed for the remaining period of the term. With eligibility conditions permitting, the incumbent may be considered for reappointment.

REQUIRED QUALIFICATIONS AND EXPERIENCE (on the date of application)

1. A Master's degree with at least 55% of the marks or its equivalent grade in a point scale wherever grading system is followed.
2. At least 15 years of experience as Assistant Professor in the Academic Level 11 (Pre- revised PB-3: Rs. 15,600-39100/- plus AGP of Rs 7,000/-) and above or with 8 years of service in the Academic Level 12 (Pre- revised PB-3: Rs. 15,600-39100/- plus AGP of Rs 8,000/-) and above including as Associate Professor along with experience in education administration.
or
3. Comparable experience in a research establishment and/ or other institutions of higher education.
or
4. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

DESIRED QUALIFICATIONS

Ph.D. degree with a good level of familiarity with university administration and management systems, experience/knowledge in financial and/or human resource management as well as resource generation and management.

Age Limit: 55 years, as on the last date of application.



M. D. S.

2. DEPUTY CONTROLLER OF EXAMINATIONS:

MINIMUM QUALIFICATION AND EXPERIENCE:

- (i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed..
- (ii) Nine years of experience as Assistant Professor in the 'Academic Level 10 and above with experience in educational administration,
or
- (iii) Comparable experience in a research establishment and/ or other institutions of higher education.
or
- (iv) Five years of administrative experience as Assistant Registrar or in an equivalent post.

DESIRABLE ATTRIBUTES AND COMPETENCIES:

1. Persons having experience in administration and in conducting examinations in an educational institution of higher learning.
2. Experience in handling computers for office applications.
3. Age Limit: 45 years as on last date of application. Relaxation in age limit shall be as per Govt. norms.

Please note:

- (i) All terms and conditions for the appointment of the Registrar and Deputy Controller of Examinations shall be accordance with the provision of the Act and Statutes of the University.
- (ii) Only short-listed candidates will be called for interview.
- (iii) Candidates will have to appear in the interview at their own cost.
- (iv) Services of the selected candidates will be governed by the Act, Statutes and Regulations of the University and relevant Govt. of Assam.
- (v) Canvassing in any form will disqualify the candidate.
- (vi) Mere fulfillment of qualifications will not entitle an applicant to be short-listed for interview.
- (vii) The candidate will be appointed on Direct Recruitment/ Deputation basis for a tenure of 5 years or till attaining the age of superannuation, i.e. 60 years, whichever is earlier.

HOW TO APPLY:

Prescribed application form is available at www.bhattadevuniversity.ac.in. Two copies of the completed application accompanied by self-attested copies of all certificates, mark sheets, proof of age, documents in support of the position applied for and last pay drawn etc. and a non-refundable application fee of Rs. 2000/- (in case of SC/ST candidate Rs. 1000/-) by Demand Draft drawn in favour of "**Registrar, Bhattadev University**" payable at SBI, Pathsala Branch (IFSC: SBIN0002099) must reach the office of the "**Registrar, Bhattadev University, Bajali, Pathsala-781325**" by the last date.




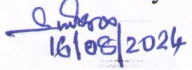
The advertisement for the Post of Registrar Vide No. Bhatt.U/E&A Sec./ Advt./ NTS/ OCR/ 03/2023/2415 dated 07/02/2023 stands cancelled due to administrative reasons and the candidates who had applied earlier shall be required to apply again.

Persons in employment should apply through proper channel or furnish No Objection Certificate (NOC) from their employers. Suitable persons on deputation may also be considered. Incomplete applications or applications received after the last date or without the application fee shall not be considered.

Those who are willing to apply for more than one post must submit separate applications with separate application fees. The name of the post applied for must be written on the envelope containing the application.

The University reserves the right to withdraw any advertised post at any time without assigning any reason thereof. The right is also reserved with the University either to fill or not to fill the post(s) and its decision in this regard shall be final.

Last date of receipt of application is **09/09/2024 (04:00 p.m.)**.


Registrar (i/c)
Bhattadev University


Memo No: Bhatt.U/ Advt./NTS/OCR/05/2024/5083-A

Date: 16/08/2024

Copies forwarded for information and necessary action to:

1. The Secretary to Government of Assam, Chancellor's Secretariat, Raj Bhavan, Guwahati-1
2. The Director of Higher Education, Assam, Kahilipara, Guwahati-19
3. Academic Registrar, Bhattadev University
4. The Finance Officer, Bhattadev University
5. Heads of the Academic Departments, Bhattadev University
6. The Registrars of all Indian Universities
7. Web Administrator, Bhattadev University
8. P.S. to the Hon'ble Vice-Chancellor, Bhattadev University
9. Guard File




Registrar (i/c)
Bhattadev University



BHATTADEV UNIVERSITY : BAJALI: PATHSALA - 781325 : ASSAM

APPLICATION FORM FOR ADMINISTRATIVE POSTS

(Direct Recruitment)

Incomplete applications, applications without the application fees or without the signature are likely to be rejected.

- a. ADVERTISEMENT NO. & DATE: Post No.:
- b. NAME OF THE POST APPLIED FOR:
- c. DEPARTMENT/ CENTRE/ OFFICE APPLIED FOR:
- d. CATEGORY APPLIED FOR (PLEASE TICK):

(Submit attested copy of certificate except for UR)

| UR | SC | ST | OBC | PWD | EX-SER |
|----|----|----|-----|-----|--------|
| | | | | | |

- e. Details of fee paid and enclosed Demand Draft:
- Amount: Rs, Date: Bank: Branch:

- 1. Name in full (BLOCK LETTERS):
- 2. Father/Spouse Name:
- 3. Permanent Address:
-
-
- PIN: Contact No.
- 4. Address for communication:
-
-
- PIN: Contact No.
- 5. E-mail:
- 6. Date of birth in Christian era:
- 7. Age on the date of application (*that is:*):
- 8. Nationality: 9. Religion: 10. Sex:

11. Category (SC/ST/OBC/PWD/Ex-Serviceman) (please attach certificate):

12. Details of Academic Qualifications (to be supported by attested photocopies):

| Exam Passed | Year of Passing | Division/ Class | Percentage (%) | Name of the Board/ Univ. | Remarks, if any |
|-----------------------------------|-----------------|-----------------|----------------|--------------------------|-----------------|
| Matriculation/ HSLC | | | | | |
| PU/ HSSLC | | | | | |
| BA/ BSc/ BCom & equivalent | | | | | |
| MA/ MSc/ MCom or equivalent | | | | | |
| MPhil | | | | | |
| PhD | | | | | |
| Others (please specify) | | | | | |

13. Details of past services (please enclose supporting documents):

| Name of the Post held | Name of the Institution | Length of services | Scale of pay /Pay band/ band pay/ AGP/ GP as applicable | Temporary/ Permanent/ Ad-hoc etc | Nature of duties | Remarks, if any |
|-----------------------|-------------------------|--------------------|---|----------------------------------|------------------|-----------------|
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- 14. Present Position held with Date:
- 15. Present Pay Band, Band Pay and AGP/GP:
- 16. Present Scale of Pay:
- 17. Name of the Employer, with Address:

18. Names and addresses (*with e-mail id and phone number*) of two referees not related to the applicant:

19. Any additional information that the candidate may wish to provide (*use additional sheets, if necessary*):

20. Declaration:

I hereby declare that I have carefully read and understood the instructions and regulations referred herein and that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that the competent authority can take appropriate action against me in case any of the information is found to be incorrect at any stage.

Signature of the applicant:

Date:

Name in full:

Place:

Address:

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LIST OF ENCLOSURES (*certificates and other necessary documents*):

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

Signature of the applicant:

Date: