

Qualifications and Requirements

1) Deputy Registrar (Pay scale: 15600-39100 + GP 7600):

- Essential qualification: i) A master's degree with at least 55% marks or its equivalent grade of B in the seven point scale with consistently good academic career (not less than 2nd division/class in any examination).
 ii) 5 years of experience as Assistant Registrar in any university, or Assistant Professor/Lecturer in College/University, or as Deputy Secretary or equivalent rank in a higher secondary council or board of secondary education.
- Desirable: i) A degree / diploma in distance education/Human Resource Management.
 ii) Adequate knowledge of computer.
 iii) Ph.D.
 iv) Working experience in ODL system.
- Age: Minimum 36 years

2) Private Secretary to the Registrar (Pay scale: 12000-40000 + GP 6400):

- Essential qualification: i) Graduate with a minimum speed of 140 and 40 words per minute in short hand and typewriting respectively.
 ii) A minimum of 45% marks in any examination.
 iii) At least 10 years' experience as Personal Secretary (PS) or Senior Stenographer in a government office or an educational institution.
- Desirable: i) Degree / Diploma in Personal Management / Human Resource Management.
 ii) Working knowledge of computer.
 iii) Experience of working in the University System.
- Age: Minimum age 30 years.

3) Translator (Pay scale: 8000-35000 + GP 4400):

- Essential qualification: i) A master's degree in English/Assamese/ Mass Communication.
 ii) 3 years of experience of translation from English to Assamese and vice versa in University system.
- Desirable: i) Adequate knowledge of computer.
 ii) Working experience in ODL system
- Age: Minimum 25 years

4) Assistant Section Officer (Pay scale: 8000-35000 + GP 4400):

- Essential qualification: i) A bachelor degree in any discipline.
 ii) 3 years of experience as Assistant in any university / Assistant Secretary or equivalent rank in a higher secondary council or board of secondary education.
- Desirable: i) A degree / diploma in distance education/ HRM.
 ii) Adequate knowledge of computer.
 iii) Working experience in ODL system
- Age: Minimum 30 years

5) Senior Accounts Assistant (Pay scale: 5200-20200 + GP 2900):

- Essential qualification:
- i) A bachelor degree in Commerce.
 - ii) 3 years of experience as Junior Assistant in any university / central or state government organization/ higher secondary council or board of secondary education.
 - iii) Adequate knowledge of computer.
- Desirable:
- i) Working experience in ODL system
- Age:
- Minimum 30 years

6) Senior Assistant (Pay scale: 5200-20200 + GP 2900):

- Essential qualification:
- i) A bachelor degree in any discipline.
 - ii) 3 years of experience as Junior Assistant in any university / central or state government organization/ higher secondary council or board of secondary education.
 - iii) Adequate knowledge of computer.
- Desirable:
- i) Working experience in ODL system
- Age:
- Minimum 30 years

7) Junior Assistant (Pay scale: 5200-20200 + GP 2300):

- Essential qualification:
- i) A bachelor degree in any discipline
 - ii) Adequate knowledge of computer
- Desirable:
- i) Working experience in ODL system
- Age:
- Minimum 21 years

8) Library Assistant (Pay scale: 5200-20200 + GP 2300):

- Essential qualification:
- i) A bachelor degree in any discipline
 - ii) At least Diploma in Library Science
 - iii) Adequate knowledge of computer
- Desirable:
- i) Working experience in ODL system
- Age:
- Minimum 21 years

9) Data Entry Operator (Pay scale: 5200-20200 + GP 2300):

- Essential qualification:
- i) A bachelor degree in any discipline
 - ii) Diploma in computer application from a recognized University (except BCA candidates).
- Desirable:
- i) Adequate knowledge of computer.
 - ii) Working experience in ODL system

Age: Minimum 21 years

10) Book Arranger (Pay scale: 4560-15000 + GP 1700):

Essential qualification: i) Diploma in Library Science
ii) Adequate knowledge of computer.

Desirable: i) Working experience in Library

Age: Minimum 21 years

11) Attendant cum Driver (Pay scale: 4560-15000 + GP 1700):

Essential qualification: i) Matriculation
ii) Valid HMV Driving License

Desirable: i) Working experience in ODL system

Age: Minimum 21 years

12) Attendant cum Electrician (Pay scale: 4560-15000 + GP 1700):

Essential qualification: i) Matriculation
ii) Valid Govt. License for Electrician or Certificate in Electrician Course

Desirable: i) Working experience in ODL system

Age: Minimum 21 years

13) Grade IV (Pay scale: 4560-15000 + GP 1700):

Essential qualification: i) Matriculation

Desirable: i) Working experience in ODL system

Age: Minimum 21 years

N.B.

Earlier educational qualification for Grade IV post and uploaded in the website initially has since been modified and prescribed as HSLC passed or equivalent. Similarly the educational qualification for the post of Book Arranger has been modified and prescribed as Diploma in Library and Information Science only. The Pay Scale for the post of P.S. to Registrar which was wrongly entered has also been modified and prescribed as 12000-40000 + GP 6400

Krishna Kanta Handiqui State Open University
Housefed Complex : Guwahati – 781006

Prescribed Form of Application (Ref: Adv. No. R1/2014)
(Employed persons are required to submit through proper channel)

Advertisement Number Post Applied for

(If space provided below in not sufficient separate sheet may be enclosed)

Draft No. : Bank: Date:

1. Name of the Applicant (in block letters) :

2. (a) Father's name :

(b) Mother's name :

3. Date of Birth :

D	M	Y			

4. Nationality :

5. Categories : SC ST(P) ST(H) OBC
MOBC PH General

6. Permanent address :

7. Address for correspondence :

Telephone Number: E-mail Id:

8. Present Occupation :

i) Scale of pay/Pay band :

ii) Total salary :

9. Academic qualification:

(Copies of mark sheets and certificates be enclosed)

Examination passed	Year of passing	University/ Board	Subject offered	Percentages of marks	Division
HSLC or Equivalent					
Higher Secondary					
Bachelor's Degree					
Master's Degree					
M. Phil					
Ph. D.					
Diploma/Certificates					
Any Other					

10. Title of the Ph.D. research (if any) :
11. Teaching experience :
- (a) Undergraduate :
- (b) Post graduate :
12. Research experience other than M. Phil and Ph. D. :
13. Experience of working in Open University/ ODL Institutions :
14. Proficiency in i) English :
- ii) Assamese :
15. Publications: (give details) :
- i) Journals :
- ii) Seminar/Conference Volume :
- iii) Articles in Edited Books :
- iv) Books edited :
- v) Books published :
16. Name and address of two referees (not related to the applicant)
- i) ii)
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17. Membership of Professional Bodies (furnish detail):

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18. Any other information you may like to furnish:

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The information provided above is true to the best of my knowledge and belief. I shall be liable to disciplinary action if any discrepancy in the above information or hiding of relevant facts or distortion of facts detected later.

Date :

Place :

(Signature of the Applicant)

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