



Krantiguru Shyamji Krishna Verma
Kachchh University

University Campus
Mundra Road,
Bhuj – Kachchh
Pin: 370001

<http://kskvku.digitaluniversity.ac/>

**INVITATION OF APPLICATION FOR THE POST OF
CONTROLLER OF EXAMINATIONS**

Advt No. KSKV/RECT/02/2016

Dated : 30th March 2016

Applications are invited in the prescribed form from the eligible candidates for the post of **Controller of Examinations** to be filled in Krantiguru Shyamji Krishna Verma Kachchh University, Bhuj, Kachchh, Gujarat.

as per the details given below:

University/ Department/College	Name of Posts	No. of Posts	Reservation
Krantiguru Shyamji Krishna Verma Kachchh University	Controller of Examinations	01	Isolated

Prescribed application form and general instructions regarding particulars of the post advertised alongwith their prescribed qualifications are available on the university website: kskvku.digitaluniversity.ac.

Last date for submission of duly filled application form is 18th April 2016 up to 04:00 p.m. The desired candidates are required to download the application form, available on the university website : kskvku.digitaluniversity.ac only and the application form should not be changed in any manner. Completed application form in **5 copies** should be submitted alongwith attested photocopies of certificates and testimonials alongwith application fee of ₹ 1500/- for Open Category and ₹ 500/- for backward class categories by way of Crossed Demand Draft payable at Bhuj and drawn in favour of “**The Registrar, Krantiguru Shyamji Krishna Verma Kachchh University, Bhuj**”.

I/c Registrar

CONTROLLER OF EXAMINATIONS

Pay Band of : ₹ 15,600-39,100, Grade Pay of: ₹ 6600

Qualifications and Experience :

- I.** A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the U.G.C. 7 point scale. The condition of 55% of marks at Master's level is relaxable in case of applicants who are already in the University system.
A relaxation of 5% from 55% to 50% of the marks at the Master's level is permissible for S.C/S.T. candidates. A relaxation of 5% from 55% to 50% of the marks is permissible to the Ph.D. Degree holders, who have passed their Master's Degree prior to 19th September, 1991.
- II.** At least 15 years teaching experience as Lecturer (Senior scale) / Lecturer with 8 years experience in Reader's Grade along with experience in educational administration.

OR

Comparable experience in research establishment and/or other institutions of Higher Education.

OR

15 years of Administrative Experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

III. (a) Computer Awareness:-

The candidate should have basic knowledge of computer. The Govt. of Gujarat has declared curriculum mentioned in General Administrative Department resolution dated : 13/08/2008 no. CRR-10-2007-120320-G.5 and its enclosure -1, as required basic knowledge of computer. The computer certificate of above mentioned curriculum from any reputed institute will be valid. In addition, any certificates of any Degree or Diploma computer course from any University or Government approved Institute or any degree or diploma course which included Computer as subject or passed of Std-10 or Std.12 with computer subject will be valid. The candidate who does not have such computer certificate can also apply for the post, but he/she will have to furnish such certificate before appointment. The candidate who does not have such qualification will not be qualified for appointment.

IV. Ph.D. shall be desirable qualification.

V. Proficiency in Gujarati.

GENERAL INSTRUCTIONS

- (1) Maximum age limit is 50 years as on last date of submission of application.
(2) "B" in the 7 point scale with letter grades O,A,B,C,D,E, & F shall be regarded as equivalent of 55% wherever the grading system is followed as prescribed by U.G.C.

Seven Point Scale

Grade	Grade point	Percentage Equivalent
'O'= Outstanding	5.50-6.00	75-100
'A'= Very good	4.50-5.49	65-74
'B'= Good	3.50-4.49	55-64
'C'= Average	2.50-3.49	45-54
'D'= Below Average	1.50-2.49	35-44
'E'= Poor	0.50-1.49	25-34
'F'= Fail	0-0.49	0-24

- (3) Application(s) made on **plain paper** shall not be entertained under any circumstances, whatsoever. Also, applications received by **E-mail & Fax** shall not be entertained.
- (4) Those who are in service should apply through proper channel.
- (5) Applicants who are in the employment shall route their application through their employer. However, in case of an “anticipated delay” such applicants may submit an advance copy of their applications. In the event of applications duly forwarded by the employer, not reaching the Registrar within the stipulated time, the applicant concerned shall be required to furnish a **“No Objection Certificate”** from his/her Employer, at the time of Interview, in absence of which he/she shall not be permitted to appear for the interview.
- (6) Incumbents shall be entitled to new pension scheme benefits as per rules prescribed by the Govt. of Gujarat from time to time.
- (7) Post carry usual allowances and benefits as admissible under University rules in force from time to time.
- (8) **Five copies** of the application form alongwith attested true copies of the relevant enclosures **to all the Five Copies** shall be submitted alongwith copies of application form, failing which it will be treated as rejected. Attested copies or reprints of testimonials will not be returned. Original documents will have to be produced at the time of interview.
- (9) All copies of application form should be filled in by the candidates in his/her own handwriting. Xerox copies of the application shall not be entertained.
- (10) Envelope containing the application forms should bear a caption in capital letters an **“APPLICATION FORM FOR THE POST OF CONTROLLER OF EXAMINATIONS, KRANTIGURU SHYAMJI KRISHNA VERMA KACHCHH UNIVERSITY, BHUL, KACHCHH, GUJARAT.”**
- (11) Self attested passport size photograph should be affixed at the space provided in the two application forms only.
- (12) No correspondence will be entertained in respect of advertisement, interview, selection and appointment, etc.
- (13) No TA/DA will be paid either for attending the interview or for joining the post.
- (14) A candidate furnishing incorrect or false information shall be stand disqualified.
- (15) The right is reserved with the university either to fill or not to fill the post or to modify/alter/cancel the advertisement.
- (16) Canvassing in any form will be a disqualification.
- (17) University shall not be accountable for delays of any sort, including the postal delay, if any.
- (18) All belated, incomplete and the applications which are not in the prescribed form will be rejected and no intimation in this regard will be send to the candidates.

I/c REGISTRAR



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Controller of Examination

Application Form for Direct Recruitment

Photograph

Post Applied for :- _____

Department :- _____

Category :- _____

Scale :- _____

DD No.& Date :- _____

Amount :- _____

Name of Bank :- _____

GENERAL INFORMATION AND ACADEMIC/ ADMINISTRATIVE BACKGROUND

- 1) Name (in Block Letters) :- _____
- 2) Father's Name / Mother's Name :- _____
- 3) Current Designation ,
PB and GP / AGP :- _____
- 4) Date of Birth :- _____
- 5) Birth Place :- _____
- 6) Sex :- Male / Female
- 7) Marital Status :- Married / Unmarried
- 8) Nationality :- Indian / _____
- 9) Category :- SC / ST / SEBC / PH / GEN
- 10) Address for Correspondence :- _____
(with Pin Code) _____

11) Permanent Address :- _____

 (with Pin Code) _____

 Tel. No. / Mobile No. _____

 Email Address _____

12) Academic Qualifications (Metric Till Post Graduation) :-

Examinations	Name of the Board / University	Year of Passing	Percentage of marks obtained	Division / Class / Grade	Subject
High School / S.S.C.E.					
H.S.C.E					
Graduation (B.A. / B.Sc./ B.Com. etc..)					
Post Graduation (M.A. / M.Sc./ M.Com. etc..)					
M.Phil / Ph.D.					
CCC / CCC ⁺ / euivalent certificate of recognized institute					
Other Examinations if any					

13) Appointments held Prior to this Application :-

Designation	Type of Appointment	Name of Employer	Period		Pay with GP / AGP	Reason of leaving
			Joining	Leaving		

14) Period of Administrative / Teaching experience (Fulltime in Scale)

	years	months
Administrative	<input type="text"/>	<input type="text"/>
Teaching	<input type="text"/>	<input type="text"/>

LIST OF ENCLOSURES :-

(Please attach Copies of Certificates, Sanction Orders, Papers etc. wherever necessary)

1)		7)	
2)		8)	
3)		9)	
4)		10)	
5)		11)	
6)		12)	

I state that the information provided in my application is true and correct , If it is found false, wrong or conceal. The University shall have all rights to take appropriate actions pertaining to my candidature and it will be binding to me .

Signature of the
Applicant

I certify that the information provided is correct as per records available with the Institute / University and / or documents enclosed along with the duly filled application.

Signature of HOD
with Seal

Date :-
Place :-

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