

**Diamond Harbour Women's University**  
Diamond Harbour, South 24 Parganas, West Bengal

Employment notification no. DHWU/01/CoE/2015

Date: 7 March 2015

The Diamond Harbour Women's University invites applications from Indian Nationals for the position of the Controller of Examinations with scale of pay as following: Pay Band- Rs. 37,400- 67,000 with Grade Pay Rs. 10,000.

**Controller of Examination: (one position)**

**Qualifications**

**Essential Qualification**

1. 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.
2. At least 15 years' 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 such as a 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.

Age not less than 40 years, relaxable in the case of exceptionally qualified candidate with prior approval of the state government.

**Desirable Qualification**

1. A doctorate degree or published research work of merit.
2. At least 5 years' experience in conducting examinations either in an institution of higher learning or in Service Commissions.

**General rules and instructions**

1. Application must be on prescribed application form available on the university website. No application except in the prescribed application form shall be considered.
2. A person working in Govt./ Semi-Govt./ Public Sector undertaking must apply through proper channel.
3. Incomplete applications will not be entertained.
4. The University will not be responsible for any postal delay.
5. Appointments will be made on probation for one year which may be waived or extended in exceptional cases and will be guided by the rules as framed and/or

- amended from time to time. During or at the end of the period of probation, the service of the officer concerned may be terminated with one month's notice or with one month's salary in lieu thereof, without assigning any reason. On satisfactory completion of the probationary period, the incumbent concerned will be considered for being confirmed in service. Stipulations in respect of experience and age may be relaxed by the Council in case of exceptionally brilliant candidates on the recommendation of the relevant Selection Committee. The choice of the selecting authority need not necessarily be confined only to those who formally apply.
6. Appointment processes will strictly abide by the reservation policy of the State Government. The University is committed to a policy of positive discrimination. Women, especially, are encouraged to apply.
  7. Mere fulfilment of eligibility conditions do not entitle a candidate to be called for interview. Only those candidates short-listed on the basis of criteria to be adopted by relevant committees will be called for interview.
  8. No TA/DA shall be paid to the candidates for attending the interview.
  9. Application fees once paid shall not be refunded under any circumstances.
  10. 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 her/his service. In case it is detected that the documents submitted by the candidate are fake or the candidate has clandestine antecedents/ background and has suppressed the said information, her/his services shall be terminated.
  11. The University reserves the right not to fill up the post for which this advertisement is being made if circumstances so warrant.
  12. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the university reserves right to modify/ withdraw/ cancel any communication made to the candidates.
  13. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the competent authority shall be final.
  14. If any candidate is recommended for appointment in relaxation of any of the prescribed conditions relating to age, experience etc. it shall be so stated and recorded.
  15. The prescribed qualifications and experience will be the minimum. The University will have the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition(s) than may be deemed fit.
  16. In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Calcutta High Court.
  17. Application forms must be downloaded from the university website and submitted with 7 (seven) photocopies and one set of self-attested copies of relevant certificates/supporting documents to the offices of the university by 3 pm of 10 April 2015. All applications must be accompanied by the requisite fee of Rs. 1000 (Rupees One Thousand only) or US\$ 50 as a Bank Draft payable at Diamond Harbour to 'Diamond Harbour Women's University'. The amount payable will be Rs. 750 (Rupees Seven Hundred and Fifty only) or US\$ 40 in case of SC/ST/ Physical Handicapped candidates (supported by appropriate documents). Applicants may please include two self-addressed unstamped envelopes of 25x13 cms.

Registrar