

**Diamond Harbour Women's University**  
**Employment Notification No. DHWU/02/RE/15**

**Diamond Harbour Women's University** invites expression of interest for temporary appointment as Registrar for a period of one year which may be further extended. Candidates with minimum qualifications as below may apply on plain paper with necessary documents. This temporary appointment is being made to address an emergent situation and only candidates able and willing to join immediately need respond. The scale of pay is in the pay band of Rs. 37400-67000 with a grade pay of Rs. 10000.

**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 fifteen years of experience as Sr. Lecturer/Reader/Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in 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 establishment and other institutions of higher learning.  
Or  
15 (fifteen) years administrative experience. Of which 8 (eight) years to be as Deputy Registrar or equivalent post.
3. Age not less than 40 years. Relaxable in the case of exceptionally qualified candidate.

**Desirable:**

1. A Doctorate Degree or published research work of merit.  
Or  
High level of administrative experience in a government or semi-government organization or a good background in administration and management in senior position.

Candidates may write to:

The Vice Chancellor

Diamond Harbour Women's University

c/o Fakir Chand College

Diamond Harbour, South 24 Parganas, 743331, West Bengal.

Email: [vc.dhwu@gmail.com](mailto:vc.dhwu@gmail.com)

**Last date of application 8 May 2015**

Vice Chancellor