

University Campus – Kalaburagi 585101

RECRUITMENT NOTIFICATION NO.04/24

The Khaja Bandanawaz University is a private University established by an Act of the State Legislature of Karnataka in 2018. The University invites applications from eligible citizens of India for the following positions;

Sl. No.	Post	No. of Vacancies	Eligibility Criteria
01	Controller of Examinations	01	<p>Essential:</p> <ol style="list-style-type: none"> 1. Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale. 2. At least 15 years of academic / administrative experience in university / institutions of higher education out of which at least 5 years' service as Associate Professor/ Deputy or Joint Registrar. 3. Relevant experience in conducting University/national level educational institution's examinations or other comparable examinations. 4. Ability to maintain confidentiality of exam work and to work with examination software and e-governance practices. <p>Maximum age: 65 years. Note: Term of appointment initially for 03 years and renewable.</p>
02	Assistant Registrar (Public Relation Officer)	01	<p>Essential:</p> <ol style="list-style-type: none"> 1. Master's degree with at least 55% marks or its equivalent grade in a point scale wherever grading system is followed. 2. Experience of public relation work, creating content, advertising, outreach activities in higher education institutions. 3. Good working knowledge of Computer Applications. 4. Proficiency in English, Kannada and Urdu language. <p>Maximum age: 45 years.</p>
03	Section Officer	02	<p>Essential:</p> <ol style="list-style-type: none"> 1. Graduate in any discipline from a recognized University with a minimum of 50% marks. 2. Five Years' Experience as Upper Division Clerk or equivalent in higher education institutions. 3. Working knowledge of MS Word, Excel, Power point, Internet etc. 4. Familiarity with office procedures regarding filing, noting, drafting etc. 5. Ability to work in a fully computerized environment and proficiency in English, Kannada and Urdu language.

			Maximum age: 45 years.
04	Upper Division Clerk	05	Essential: <ol style="list-style-type: none"> 1. Graduate in any discipline from a recognized University with a minimum of 50% marks. 2. Three years' experience as lower division clerk in higher education institutions. 3. Working knowledge of MS Word, Excel, Power point, Internet etc. 4. Proficiency in English, Kannada and Urdu language. Maximum age: 40 years.
05	Medico Social Worker	01	Essential: <ol style="list-style-type: none"> 1. Bachelor's degree in Social work or equivalent for MSW position from a recognized University with a minimum of 50% marks. 2. Three years' experience in higher education institutions. 3. Working knowledge of MS Word, Excel, Power point, Internet etc. 4. Proficiency in English, Kannada and Urdu language. Maximum age: 40 years.
06	Lower Division Clerk	05	Essential: <ol style="list-style-type: none"> 1. 12th class or equivalent qualification from a recognized Board or University with a minimum of 50% marks. 2. A typing speed of 35 wpm in English on Computer. 3. Working knowledge of MS Word, Excel, Power point, Internet etc. 4. Proficiency in English, Kannada and Urdu language. Maximum age: 40 years
07	Graphic Designer	02	Essential: <ol style="list-style-type: none"> 1. Bachelor's degree in graphic design or related field. 2. A typing speed of 35 wpm in English on Computer. 3. Working knowledge of MS Word, Excel, Power point, Internet etc. 4. Proficiency in English, Kannada and Urdu language. 5. Expertise in areas of Photoshop, Corel DRAW with certificate issued from the recognized institution for Graphic Designer position. Maximum age: 40 years

08	Girls Hostel Warden	01	Essential: <ol style="list-style-type: none"> 1. Must be a female holding a bachelor degree in Arts or Sciences from a recognized University with a minimum of 50% Marks. And 2. Bachelor of Education degree in Arts or Science subjects from a recognized University. 3. Previous experience of warden ship will be preferred. 4. Working knowledge of MS Word, Excel, Power point, Internet etc. 5. Proficiency in English, Kannada and Urdu language.
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PAY DETAILS

Position	Pay Bands	Basic Pay
Controller of Examinations	131400 – 217100	Rs. 1,50,000/-

Note: The University will provide rent for accommodation to the Controller of Examinations with University Vehicle.

Sl no	Position	Pay Scales	Grade Pay	Basic Pay	DA@31%	HRA@16%	Total Emoluments
01	Assistant Registrar*	56100-177500	-	56100	17391	8976	82467
02	Section Officer	9300-34800	4600	21260	6591	3402	31253
03	Upper Division Clerk	5200-20200	2400	13402	4155	2144	19701
04	Medico Social Worker	5200-20200	2400	13402	4155	2144	19701
05	Lower Division Clerk	5200-20200	1900	10514	3259	1682	15455
06	Graphic Designer	5200-20200	1900	10514	3259	1682	15455
07	Girls Hostel Warden*	15600-39100	6000	21600	6696	3456	31752

Note*: 1. The candidate selected for Assistant Registrar will be paid Rs.60,000/- (consolidated) under probation for a period of 1 year. After successfully declaration of probation, the candidate will be placed under scale as mentioned at 01 above.

2. The University will provide in house accommodation and food to the Girls Hostel Warden.

The hard copy of the application along with self-attested copies of testimonials/certificates along with Demand Draft of Rs.500/- (non-refundable) payable to Finance Officer, KBN University and payable at Kalaburagi should be sent ONLY by post in an envelope duly superscripted “Application for the post of _____” to The Registrar (i/c), Khaja Bandanawaz University Administrative Building, Rauza-i-Buzurg, Kalaburagi -585 104 on or before 05.06.2024.

Submission by hand is not allowed.

Applications received after the last date / without complete information / without requisite fee will be summarily rejected. The University will not be responsible for any postal delay.

IMPORTANT INFORMATION

1. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview. The University reserves the right to restrict the number of 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 that it may deem fit.

2. Age and other qualifications will be reckoned as on the last date of application.
3. **The process of selection involves a written test followed by interview for eligible candidates for all the advertised position except Controller of Examinations and Warden. Such candidates who qualify for the same alone will be called for interview.** No TA/DA shall be paid to the candidates for attending the written test/interview.
4. Candidates are advised to fill their correct and active email addresses in the application as all the recruitment related correspondence will be made by the University through email only. Test/Interview schedule will be communicated through the email id in due course to the candidates on their registered email. Candidates are advised to regularly visit the University website www.kbn.university for updates.
5. All the details furnished in the application will be treated as final and no changes shall be entertained. The responsibility of entries in the application form lies with the applicant. The appointment of selected candidate(s) shall be subject to the verification of antecedents, educational qualifications, experience and medical fitness.
6. It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience and submit the application duly filled-in, along with the desired information and documents as per the advertisement. Providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his / her disqualification.
7. The University reserves the right to withdraw an advertisement, either partly or wholly, at any time, without assigning any reasons. The University reserves the right to increase or decrease the number of vacancies. Errors and omissions are subject to corrections.
8. Separate application should be submitted for each post with prescribed fee.
9. No interim queries regarding test / interview / selection will be entertained.
10. The University reserves the right not to fill up any of the vacancies advertised, if the circumstances so warrant.
11. The candidate may be offered a lower post to what he / she has applied based on the evaluation of the Selection Committee.

Place: Kalaburagi
Date: 16.05.2024

Sd/-
Registrar(i/c)