

NON TEACHING POSITIONS

ASSISTANT REGISTRAR

Essential:

Master's degree with at least 55% of the marks or its equivalent grade in a point scale wherever grading system is followed.

Desirable:

- (i) Knowledge of Computer Applications.
- (ii) Experience in areas like Administration, Academics, Finance, Establishment and Examination in higher education institutions.
- (iii) Good working knowledge of Computer Applications.
- (iv) Proficiency in English language

SECTION OFFICER

Essential:

- (i) Graduate Degree in any discipline.
- (ii) Five Years' Experience as Upper Division Clerk in higher education institutions.

Desirable:

- Capacity to work in a fully computerized environment.
- Proficiency in English language

FIRST DIVISION ASSISTANT

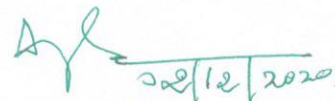
Essential:

- i. Age between 21 and 35.
- ii. Academic qualification – Must hold of a Degree from a University established by law in India
- iii. Working knowledge of MS Word, Excel, Power point, Internet, etc.
- iv. Proficiency in English language

SECOND DIVISION ASSISTANT

Essential:

- i. Age between 21 and 35.
- ii. Academic qualification – Must have passed IInd PUC / 2yrs ITI / 10 + 2 (CBSE / ICSE) / 3 YEARS DIPLOMA Examination. 12th examination conducted by Open University will not be Considered.
- iii. Working knowledge of MS Word, Excel, Power point, Internet, etc.
- iv. Proficiency in English language



Registrar

Khaja Bandanawaz University
Kalaburagi-04