

University Campus – Kalaburagi 585101

RECRUITMENT NOTIFICATION NO. 4/ 2023

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	Remarks
1	Registrar	01	Term of appointment for 03 years.
2	Finance Officer	01	Term of appointment for 03 years.
3	Controller of Examinations	01	Term of appointment for 03 years.

ELIGIBILITY CRITERIA

1. REGISTRAR

- a. Master's Degree with at least 55% marks or its equivalent grade of "B" in UGC seven-point scale.
- b. At least 15 years of academic / administrative experience of university/ institutions of higher education at senior level out of which at least 5years' service as Associate Professor/ Deputy or Joint Registrar or equivalent.

2. FINANCE OFFICER

Essential Qualifications:

- a. Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale.
- b. At least 15 years of experience of university / institutional finances out of which at least 5 years' service as Deputy or Joint Registrar / senior, managerial position

Desirable:

MBA degree in Finance / Accounting

3. CONTROLLER OF EXAMINATIONS

Essential Qualifications:

- a. Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven-point scale.
- b. At least 15 years of academic / administrative experience of university / institutions of higher education out of which at least 5 years' service as Associate Professor/ Deputy or Joint Registrar.

Desirable:

Relevant experience in conducting University/national level educational institution's examinations or other comparable examinations. Ability to maintain confidentiality of exam work and to work with examination software and e-governance practices.

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, Raza-i-Buzurg, Kalaburagi -585 104 on or before 10.05.2023.

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.
2. 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 may deem fit.
3. It would be open to the University to consider the names of suitable persons who may not have applied, but recommended by experts in their respective fields.
4. No TA/DA shall be paid to the candidates for attending the written test/interview.
5. 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.
6. 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.
7. 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.
8. The University reserves the right to withdraw an advertisement, either partly or wholly, at any time, without assigning any reasons. Errors and omissions are subject to corrections.
9. Separate application should be submitted for each post with prescribed fee.
10. No interim queries regarding test/interview/selection will be entertained. The University reserves the right not to fill up any of the vacancies advertised, if the circumstances so warrant.
11. The University will have the right to relax any of the qualifications, experience, age, etc., in exceptionally deserving cases of all posts on the recommendations of the screening and selection committee.

Place: Kalaburagi
Date: 06.04.2023

Sd/-
Registrar