

**University Campus – Kalaburagi 585101**

**RECRUITMENT NOTIFICATION NO. 2/ 2023**

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

Sl.No.	POST	No. of Vacancies	Eligibility Criteria
1	Section Officer	03	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Graduate in any discipline from a recognized University with a minimum of 50% marks.</li> <li>2. Five Years' Experience as Upper Division Clerk or equivalent in higher education institutions.</li> <li>3. Working knowledge of MS Word, Excel, Power point, Internet etc.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Familiarity with office procedures regarding filing, noting, drafting etc.</li> <li>2. Ability to work in a fully computerized environment and proficiency in English language</li> </ol>
2	Upper Division Clerk	03	<ol style="list-style-type: none"> <li>1. Graduate in any discipline from a recognized University with a minimum of 50% marks.</li> <li>2. Three years' experience as lower division clerk or equivalent in higher education institutions.</li> <li>3. Working knowledge of MS Word, Excel, Power point, Internet etc.</li> <li>4. Proficiency in English language</li> </ol>
3	Lower Division Clerk	07	<ol style="list-style-type: none"> <li>1. 12<sup>th</sup> class or equivalent qualification from a recognized Board or University.</li> <li>2. A typing speed of 35w.p.m in English on Computer.</li> <li>3. Working knowledge of MS Word, Excel, Power point, Internet etc.</li> <li>4. Proficiency in English language</li> </ol>

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 24.03.2023.

**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. 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. **The process of selection involves a written test. 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.
3. 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](http://www.kbn.university) for updates.
4. 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.
5. 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.
6. 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.
7. Separate application should be submitted for each post with prescribed fee.
8. No interim queries regarding test/interview/selection will be entertained.
9. The University reserves the right not to fill up any of the vacancies advertised, if the circumstances so warrant.
10. 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: 20.02.2023

Sd/-  
**Registrar(i/c)**