

Advertisement

Kaushalya – The Skill University

C/O Mahatma Gandhi Labour Institute, Drive-in-road, Near Manav Mandir,
Sushil Nagar Society, Memnagar, Ahmedabad – 380052.

Kaushalya-The Skill University established by the State Govt. to facilitate and promote the skills to provide skill-based education, invites the applications from interested and eligible candidates for the post of **“Controller of Examinations”, “by direct recruitment or on deputation/loan service basis”** from any State University/ Educational/ Research Institute, for a tenure of 4 years, extendable subject to satisfactory performance at the end of every year.

SN	Name of Post	Pay Scale	No. of Post
1	Controller of Examination	Pay Level - 14; Pay Scale - 144200- 218200	1

Qualification:

- a) Essential: Master’s Degree with at least 55% marks or an equivalent grade in point scale where grading system is followed; [AND]
b) At least 15 years’ experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration [OR] Comparable experience in research establishment and / or other institutions of higher education [OR] 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent post. Desirable: Experience of working as Controller/Deputy Controller/Assistant Controller of Examination.

Interested applicants have to submit their resumes with the prescribed form available on the website (**clearly mentioning whether by Direct Recruitment or on Deputation/Loan Service basis**) along with all necessary documents in hard copy at the given address and in soft copy at <https://forms.gle/vCabasdibjiA16qT6> as well. The last date of submission of the application is 02/08/2022, 18:00 Hrs. For eligibility criteria and other conditions, please visit the official website of KSU - <https://kaushalyaskilluniversity.ac.in>.

Registrar
Kaushalya-The Skill University



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(Established by Labour, Skill Development and Employment Department, Government of Gujarat)
C/O Mahatma Gandhi Labour Institute (MGLI), Drive-in Road, Memnagar, Ahmedabad -380052
E-mail: career@kaushalyaskilluniversity.ac.in

Terms of Reference (TOR) for Recruitment of Controller of Examination- KSU

Kaushalya-The Skill University (KSU) has been established by the State Govt. with an objective to facilitate and promote the skills for its intentions to provide the skill-based education.

Conditions for Recruitment of “Controller of Examination” are as mentioned below:

1	Name of the Post	Controller of Examination
2	No. of Post(s)	01
3	Level in the pay matrix (7 th CPC)	Level-14: Pay Band-144200-218200
4	Educational and other qualification required	(a) Master’s Degree with at least 55% marks or an equivalent grade in point scale where grading system is followed (and) (b) At least 15 years’ experience as Assistant Professor in the Academic Level-11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration. (or) Comparable experience in Research Establishment and / or other Institutions of Higher Education. (or) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent post. Desirable: Experience of working as Controller/Deputy Controller/Assistant Controller of Examination.
5	Tenure	(a) 4 years renewable. (b) The concerned person will be retained based on performance; performance will be reviewed at least once a year.
6	Mode of recruitment	Direct Recruitment/ By deputation / Loan Service

Terms & Conditions:

1. The applicant must submit their resumes along with the prescribed application form available on Official website of KSU (**clearly mentioning whether by Direct Recruitment or on Deputation/Loan Service basis**) along with all necessary documents (self-attested) in hard copy at the given address through Speed Post/RPAD and in soft copy at <https://forms.gle/vCabasdibjiA16qT6> latest by **02/08/2022, 18:00 Hrs.** Application received after last date shall not be considered.
2. University is not responsible for any postal delay.



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3. Incomplete applications and applications that are not supported by the required documents shall be rejected and the applicant shall have no right for submission of documents at the later stage.
4. The Experience and qualification will be reckoned as on the last date of the application i.e. **02/08/2022**.
5. Those applicants who have applied for deputation/ Loan Service are required to send their application form complete in all respects through proper channel. Advanced copy shall be sent in case of submission of application. The applicants will have to furnish a **“No Objection Certificate”** from the employer at the time of interview.
6. The University reserves all rights to increase / decrease/ modify / cancel the number of posts mentioned in the advertisement.
7. No TA / DA will be given for attending the interview process.
8. Candidates shall be called for interview after due scrutiny and shortlisting of the applications. Merely being eligible shall not confer any right to be called for interview.
9. Applicant must produce original testimonials, certificates, and other documents at the time of interview/ document verification time, if called.
10. The University reserves the right to withhold appointment of the post at any stage before appointment.
11. The appointment shall be subject to verification of antecedents.
12. Selection, Appointment and Service Conditions shall be as per KSUs’ Rules & Regulations. Application Form complete in all respects must reach to KSU latest by **02/08/2022, 18:00 Hrs.**
13. The University reserves the right to fill or not to fill any or all posts. Canvassing in any form may result in disqualification.
14. The Headquarter will be Ahmedabad.
15. If the candidate selected indulges into any sort of litigation against the University, then his / her contractual recruitment will be liable to cancellation.
16. For any interpretation or understanding or any other matters related to the University, the decision of the Director General-KSU will be final.
17. The Jurisdiction for any legal matters will be Ahmedabad.
18. All the rules and regulations of UGC will be followed



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APPLICATION FORM FOR THE POST OF CONTROLLER OF EXAMINATION

Post Applied For: _____

Mode of Appointment (Pls tick): Direct Recruitment/ On Deputation/ Loan Service

Date of Submission: _____

Affix a recent
passport size
photograph
here

1. **Full Name** (In Block Letters): Mr./Mrs./Ms./Dr. _____

2. **Date of Birth** (DD/MM/YYYY): ____ / ____ / ____

3. **Age** (As on last date of receipt of application): ____ Years ____ Months ____ Days

4. **Father's Name:** _____

5. **Mailing Address:** _____

Pincode _____

Contact No. _____

E-mail ID: _____

6. **Permanent Address:** _____

Pincode _____

7. **Marital Status:** _____

8. **Nationality:** _____

9. **State of Domicile:** _____

10. **Religion:** _____

11. **Category (Pls. tick):** SC ☐ ST ☐ SEBC ☐ OBC ☐ EWS ☐ GENERAL ☐

☐ Yes ☐ No

Title of Ph.D. thesis awarded: _____

Sr. No.	EXAMINATION PASSED	YEAR AND MONTH OF PASSING	UNIVERSITY BOARD	MARKS OBTAINED / TOTAL MARKS	DIVISION / PERCENTAGE	CGPA (IF GRADING IS APPLICABLE)	DEGREE WITH SUBJECTS (MENTION IF ANY SPECIALIZATION IN SUBJECTS)
(1)	MATRIC / EQUIVALENT						
(2)	10+2 / EQUIVALENT						
(3)	BACHELOR'S DEGREE						
(4)	MASTER'S DEGREE						
(5)	M.Phil.						
(6)	Ph.D.						
(7)	ANY OTHER QUALIFICATION						

14. CHRONOLOGICAL LIST OF THE EXPERIENCE (INCLUDING THE CURRENT POSITION / EMPLOYMENT)

[illegible]

15. Co-curricular, extension and professional development related activities

- a. Details of Certificates/Testimonials/Commendations/Awards received. Please attach separate sheet, if necessary)

Sr.No.	Details of Certificates/Testimonials/Commendations attended	Date of Awarded	Duration From__to	Weeks

- b. Publication of Books/Journals etc

Sr. No.	Title of the Book (s)/Journals	Whether Sole Author or Co-author	Name of Publisher (with country) city/	Month & year of publication	Refereed or Non-refereed	ISBN/ISSN No.
1						
2						
3						

16. Name and contact details of two references

Name	Profession/Position	Institutional Affiliation	Address and Contact

17. List of Enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

18. Declaration

I certify that the above information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any time it is found that any information is false/concealed/distorted, then my Appointment shall be liable to be terminated without any notice / compensation & criminal case can be initiated against me under the relevant provision of Indian Penal Code and other laws as applicable.

Place:

Signature of Candidate

Date: