



*Shri Krishnendu Rakshit*  
(Registrar)

**Office of the Registrar**  
**KANYASHREE UNIVERSITY**  
Krishnagar Government College Campus  
(Administrative Office)  
Krishnagar, Nadia-741101  
West Bengal, India

**Employment Notification - KSRU-Reg.Spl.Adv/ 24 /2025-26**

**Date: 06.06.2026**

There will be "Walk-in-Interviews" for different posts in Kanyashree University purely on contractual basis (from the competent retired Government/Quasi Government/Government undertaking officials/persons or equivalent).

The interview shall be held on

**Date** : Sunday June 14, 2026 at 11:30 am  
**Venue** : A.J.C Bose Hall, Kalyani University  
**Mob. No. to contact:** 6290868235

### **Details of the posts:**

#### **1. Registrar: 1 (One)**

**Consolidated Pay:** As to be framed by the Department of Higher Education, Govt. of West Bengal

**Age:** Between 60 years and 65 years

#### **Qualifications:**

- i) Uniformly good academic record with a Master's Degree.
- ii) At least 15 years' experience as Sr. Lecturer / Reader / Assistant Professor in the AGP of Rs.7000/- and-above or with 8 years of service in the AGP of Rs.8000/-and above including as Associate Professor along with experience in educational administration in Academic Institutions like University, or in an Institute of Higher Learning or in an equivalent sector, of which 5 (five) years must be in a University or in an Institute of Post Graduate Study.

**OR**

Comparable experience in research establishments and other institutions of higher learning or in an equivalent sector.

**OR**

15 (Fifteen) years' administrative experience, of which 8 years shall be as Deputy Registrar or equivalent post\*.

Equivalent post is one carrying same Pay band/level and Grade Pay (or an equivalent post in the Pay Level 12 or higher)

**OR**

High level administrative experience in government/quasi-government organization or a good background in administration and management in a senior position.

**Desirable:**

- i) Master degree with Minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.

**2. Finance Officer: 1 (One) Post**

**Consolidated Pay:** As to be framed by the Department of Higher Education, Govt. of West Bengal

**Age:** Between 60 years and 65 years

**Qualification and Experience:**

- i) Uniformly good academic record with a Master's Degree in Commerce/Finance.

**OR**

Chartered Accountant or Cost Accountant or equivalent professional qualification.

**OR**

Master's Degree in Business Administration with specialization in Finance.

- ii) At least 15 (Fifteen) years of working experience in Management of Accounts and Finance in a Government / University or Institute of Higher Learning / Commercial Establishment of which 5 years must be in higher administrative post involving supervision, control, planning and administration.

**OR**

High level administrative experience in government/quasi-government/State Government organization or a good background in administration and management in a senior position.

**Desirable**

Master degree with Minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.

**3. Controller of Examinations : 1 (One) Post**

**Consolidated Pay:** As to be framed by the Department of Higher Education, Govt. of West Bengal

**Age:** Between 60 years and 65 years

**Qualification and Experience:**

- i) Uniformly good academic record with a Master's Degree.

- ii) At least 15 years' experience as Sr. Lecturer / Reader / Assistant Professor in the AGP of Rs.7000/- and-above or with 8 years of service in the AGP of Rs.8000/-and above including as Associate Professor along with experience in educational administration in Academic Institutions like University, or in an Institute of Higher Learning of which 5 (five) years must be in a University or in an Institute of Post Graduate Study.

**OR**

Comparable experience in research establishments and other institutions of higher learning.

**OR**

15 (Fifteen) years' administrative experience, of which 8 years shall be as Deputy Registrar or equivalent post. Equivalent post is one carrying same Pay band/level and Grade Pay (or an equivalent post in the Pay Level 12 or higher

**OR**

High level administrative experience in government/quasi-government organization or a good background in administration and management in a senior position.

**Desirable:**

- i) Master degree with Minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii) A Doctorate degree or published research work of merit.

#### **4. Development Officer:01 (One) Post**

**Consolidated Pay:** As to be framed by the Department of Higher Education, Govt. of West Bengal

**Age:** Between 60 years and 65 years

**Qualification and Experience:**

**a. Essential**

- i. Uniformly good academic record with a Master's Degree
- ii. At least 10 years' experience in a position involving supervision, control and planning of administration of Colleges, Universities/ Institutes of Higher Learning or Government or Quasi Government organisation.

**b. Desirable**

- i. Master's Degree with minimum 55% marks wherever a grading system is followed.
- ii. A Doctorate or published work of high standard
- iii. Experience of at least 07 years in University in Post Graduate Research Organization as Assistant Registrar or equivalent post. In that case record of performance will be examined.

#### **5. Assistant Registrar: 01 (One) Post**

**Consolidated Pay:** As to be framed by the Department of Higher Education, Govt. Of West Bengal

**Age:** Between 60 years and 65 years

**Qualification and Experience:**

**a. Essential**

- i. Uniformly good academic record with a Master's Degree

ii. At least 10 years' experience in a Supervisory capacity in a University or a Research Institute or a Government/ Quasi Government organisation.

iii. At least 5 (five) years' administrative/Establishment experience.

**b. Desirable**

i. Master's Degree with minimum 55% marks or its equivalent grade in the point scale

ii Experience in Establishment section.

## **6. Accounts Officer: 1 (One) Post**

**Consolidated Pay:** As to be framed by the Department of Higher Education, Govt. of West Bengal

**Age:** Between 60 years and 65 years

**Qualification and Experience:**

- i) Uniformly good academic record with a Master's Degree in Commerce/Finance.
- ii) At least 15 (Fifteen) years of working experience in Management of Accounts and Finance in a Government / University or Institute of Higher Learning / Commercial Establishment of which 5 years must be in higher administrative post involving supervision, control, planning and administration.

**Desirable**

- i) Master degree with Minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii) Chartered Accountant or Cost Accountant or equivalent professional qualification.

**OR**

Master's Degree in Business Administration with specialization in Finance.

## **7. Secretary, Faculty Council for Post Graduate Studies: 01 (One) Post**

**Consolidated Pay:** As to be framed by the Department of Higher Education, Govt. of West Bengal

**Age:** Between 60 years and 65 years

**Qualification and Experience:**

- i) Uniformly good academic record with a Master's Degree in Commerce/Finance.
- ii) At least 10 years' experience as Lecturer / Assistant Professor in the AGP of Rs.6000/-and-above or with experience in educational administration in Academic Institutions like University, Research Establishment and /or in an Institute of Higher Learning of which 5 (five) years must be in a University or in an Institute of Post Graduate Study.

**OR**

Comparable experience in research establishments and other institutions of higher learning.

**OR**

10(Ten) years administrative experience of which 5(five) years shall be assistant Registrar

### General Instructions:

1. Detailed Bio-Data in all aspects along with all supporting documents should be sent to Hon'ble Vice Chancellor, Kanyashree University, with a copy of application along with all attachments as a single PDF may be sent to [vc.ksru.recruitment@gmail.com](mailto:vc.ksru.recruitment@gmail.com) through email by 12.06.2026 5.00pm.
2. Candidate should also fill up the google form : <https://forms.gle/cruSHfmHDcnRiDg7>.
3. Candidates must bring a detailed bio-data in all respects, along with self-attested copies of all supporting documents and the original documents, at the time of appearing for the Walk-in-Interviews.
4. Initially the appointments will be made for a period of 06 (six) months or till the regular appointments of the above posts in this University or until further order, whichever is earlier, subject to the approval of the Department of Higher Education, Govt. of West Bengal. Based on the performance they may be extended further till the attainment of sixty five years of age.
  - 4 a) Persons employed in Government/Semi Government Organizations/Autonomous Bodies should **submit their application through proper channel.**
  - b) They may, however, send an advance copy of the application. Those who are unable to apply through proper channel may submit '**No Objection Certificate (NOC)**' from present employer during the time of interview.
  - c) However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.
  - d) No TA/DA will be paid for attending interview.
5. Qualification of Masters degree may be relaxed in case of candidates with at least 7 (seven) years experience as Superintendent or its equivalent post in a University. In such case the performance records of such candidates for 7 (seven) years will also be examined.
6. The University reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a University or Research Institution.
7. The University reserves the right of rejecting any or all the applications without assigning any reasons thereof.
8. Candidates applying for more than one post should apply separately for each post.
9. Mere eligibility will not vest any right on any candidate for being called for interview. The decision of the University in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection/interview. Canvassing in any manner would entail disqualification of the candidature.
10. Incomplete applications or applications without attested copies of certificates or received after the last date are liable to be rejected. The University reserves the right to conduct the written/screening test, if the number of applicant is large for a particular post.
11. The service of selected candidate is liable to be terminated without any notice for any act of indiscipline, inefficiency, misconduct, disloyalty and/or commission of an act involving moral turpitude.
12. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
13. **NO INTERIM ENQUIRIES WILL BE ENTERTAINED.**

*Rajshree*  
6/6/26  
**Registrar**  
**Kanyashree University**  
**Krishnagar, Nadia**  
**W.B.- 741101**