

## SENATE OF SERAMPORE COLLEGE (UNIVERSITY)

(The only Theological University recognised by the Danish Charter 1818 and Bengal Act IV of 1927 to Confer Theological Degrees in India.)



### Applications are invited for the post of the Officer of the SCEPTRE, Kolkata (BTESSC Secretary and the Dean of Extension merged Position)

#### Brief Job Description:

The BTESSC Office is now running from the SCEPTRE Office, Kolkata as per the decision of the Senate and the main responsibility of the BTESSC Secretary is to coordinate with the Churches and other Institutions under the supervision of the Senate for overall development of the theological education. The SCEPTRE Dean is responsible for the Extension Programme, promoting theological education by extension, conduct contact classes and other seminars, produces study materials, manage SCEPTRE Centre. The job involves extensive travel, managing and raising resources. The Officer should report and coordinate with the Registrar of the Senate in all matters as SCEPTRE and BTESSC are two wings of the Senate.

- a. **This Position is a term appointment for 3 years and a maximum of two terms are permissible as per the Service Rule.**
- b. **Scale of Pay, Perks and Privileges: Pay Scale:** 76100-3805-95125-4756-118905-5945-148630-7432-185790-9290-232240; Free Housing, DA, and other applicable allowances including benefit of Provident Fund along with Medical Reimbursement, Book Allowance, Annual Leave Encashment, Festival Allowance are also applicable.

#### Qualification & Experience:

1. He or she should be a recognized theological teacher, possessing an earned doctorate from the Senate of Serampore College or its recognized equivalent with a minimum of 10 years of teaching/ministry in the rank of Assistant/Associate Professor in one of the affiliated Colleges of India or Senate recognized College or served as Presbyter/Pastor of a church.
  2. Should be a minimum of 50 years of age.
  3. Should be an Indian national.
  4. May be an ordained person of good standing in the Church.
  5. Should be able to work with others and maintain collegiality.
  6. Should have an ecumenical outlook.
- c. Application may be made on a plain paper (A4 size) with enclosures of Curriculum Vitae, all degrees and diploma certificates, proof of DOB, ordination certificate, experience certificates, a brief testimonial, personal vision statement. Three recommendations: One from the Bishop or Executive Secretary and two Theological Educators. NOC from the current employer. All documents shall be self-attested. Short listed candidates shall be called for interview.

Application with all supporting documents must reach the Registrar on or before **15<sup>th</sup> May, 2025** in form of soft copy to the [registrarsenate@yahoo.in](mailto:registrarsenate@yahoo.in) and hardcopy to the Registrar, Senate of Serampore College (University), Mack House, 10 William Carey Road, Serampore, District Hooghly, West Bengal 712201. Please do visit our website: [www.senateofseramporecollege.edu.in](http://www.senateofseramporecollege.edu.in)

**Incomplete application and application received after the last date shall be summarily rejected.**

Candidates desiring to apply for the position shall submit application with an envelop superscripted as “**Application for the Post of BTESSC Secretary & Dean of Extension Programme at SCEPTRE**” The Search Committee has the discretion not to select any candidate without stating any reason.

**Rev. Dr. Limatula Longkumer**  
**Registrar, Senate of Serampore College (University)**