JADAVPUR UNIVERSITY
KOLKATA – 700 032

Ref. No. ……..……..…….....
Dated : 22.05.2015

EMPLOYMENT NOTIFICATION NO : A2 / C / 1 /2015

The University invites applications from Indian Nationals in the prescribed form for the following posts:

1. **Secretary to the Faculty Council for Postgraduate & Undergraduate Studies in Arts.** : **One post**

Qualifications :

Essential :

1. Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale where a grading system is followed.
2. At least 10 years' experience as Lecturer/Assistant Professor in the AGP of Rs.6000/- and above 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 or higher learning.

   Or

   10 (ten) years' administrative experience, of which 5 years shall be as Assistant Registrar or equivalent post.
3. Age not less than 35 years. Relaxable in case of exceptionally qualified candidates

Desirable :

1. A doctorate degree or published papers of high standard.

   Or
2. Experience of at least 10 years' in a fairly senior position in any academic institutions like a College or a University or a research organization.

Scale of Pay : Rs. 15600 – 39100/- with G.P. Rs. 8000/-

2. **Nurse** : **One post**

Qualifications:

Essential : School Final or its equivalent. Certificate in Nursing or its equivalent with 5 years experience in the line.

Desirable : Diploma in Nursing from any recognized Institution (preferably Govt.) with minimum two years experience in any hospital or reputed clinic/institution.

Age : 18-40 years

Scale of Pay : Rs.7200-25400/- + Grade Pay Rs. 3900/-

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LAST DATE OF RECEIVING APPLICATION IS " 17 June 2015" (by post or in person)

For post no. 1

The application form may be **downloaded from www.jaduniv.edu.in/recruit.php.** Complete application forms (One original and 7 photocopies of the duly filled-in application forms/all enclosures including self attested copies of the testimonials are to be submitted in single copy each.) have to be submitted either **by post** under certificate of posting, preferably by registered post to the **'Registrar, Jadavpur University, Aurobindo Bhavan, 188, Raja S.C. Mallick Road, Jadavpur, Kolkata 700032'** or **in person** to the **'Information office'** on all working days **within 11.00 a.m. to 4.00 p.m.** along with a **demand draft of Rs.500/-** (**US $50.00 for Indian citizen staying outside**) drawn **in favour of "The Registrar, Jadavpur University" payable at Kolkata. Downloaded application form without demand draft will not be considered**. Mere application does not guarantee a call for interview.

For post no. 2

Application forms are obtainable from the Information Office of the University on all working days **(Monday to Friday except Holidays) within 11.00 a.m. to 4.00 p.m.** on payment of **Rs.25/-**. Complete application form has to be submitted either **by post** to the **'Registrar, Jadavpur University, Aurobindo Bhavan, 188, Raja S.C. Mallick Road, Jadavpur, Kolkata 700032'** or **in person** to the **'Information office'** on working days **within 11.00 a.m. to 4.00 p.m.** along with copies of all certificates / testimonials. Mere application does not guarantee a call for interview.

Incomplete applications will be rejected.

REGISTRAR