



**JADAVPUR UNIVERSITY**  
**KOLKATA – 700 032**

Ref. No. : REC / N /409/17

Dated : 01.12.2017

**EMPLOYMENT NOTIFICATION NO : A2/C/9/2017**

The University invites applications from Indian Nationals in the prescribed form for the following posts for the UGC-Human Resource Development Centre ( formerly UGC-Academic Staff College) of the University :

1. Senior Superintendent : One Post  
(Section Officer)
2. Assistant Librarian Gr.-II : One Post
3. Technical Assistant Gr-II : One Post  
(Computer Operator)
4. Junior Assistant : Two Posts(SC-1)
5. Peon : One Post
6. Hostel Attendant : One Post

**Qualifications :**

**Essential :**

- For Sl. No. 1 : Graduate with Hons. Having at least 5 years experience in supervisory capacity in a Govt. Dept. or Academic /Research organization.
- For Sl. No. 2 : Graduate with B. Lib & Inf. Sc. At least two years experience in Govt. or Academic Library will be preferable.
- For Sl. No. 3 : Graduate, preferably with diploma in computer applications from University /Recognized Govt. Institution having experience in Office packages.
- For Sl. No. 4 : H.S or its equivalent with knowledge of Computer.
- For Sl. No. 5 & 6 : Class VIII Standard, not above class-IX.

**Desirable :**

1. Experience in similar job.
2. For Sl.No. 3, at least three years of experience in admission related works and data entry in any university/academic institution.
3. For Sl.No. 4(for unreserved post), at least three years of experience in maintaining accounts & related works in a university/academic institution.

**Pay :**

- For Sl. No. 1 : Rs.9,000-28,300/-+ GP Rs.4,600/- (Non-Promotional for Sl.No.1)
- For Sl. No. 2 & 3 : Rs.9,000-28,300/-+GP Rs.4,400/-
- For Sl. No. 4 : Rs.7,200-25,400/-+GP Rs.3,300/-
- For Sl. No. 5 & 6 : Rs. 5,400-18,600/-+GP Rs.1,800/-

**Age :**

- For Sl. No. 1 to 6 : Minimum 30 years  
18 – 40 years
- Relaxation as per State Govt. rules.  
Valid document has to be submitted as proof of age. Age relaxation will be allowed to candidates having experiences as mentioned under Desirable Qualifications.

**Deadline for submitting application**(by post or in person) is **"22.12.2017"**(link will be closed at 12 Noon).



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**Filling up / submission of Application Form and other related instructions:**

1. Blank application form in 'pdf' format is available at the JU website: [www.jaduniv.edu.in](http://www.jaduniv.edu.in). (Payment link: <https://www.onlinesbi.com/prelogin/collecthome.htm?corpID=627395>) Download the application form for filling up.
2. Please pay the application fee of Rs. 250.00 (Rs. 125.00 for SC/ST/DA categories) as indicated in the JU website ([www.jaduniv.edu.in](http://www.jaduniv.edu.in)). Follow instructions for making payment and take print out of the receipt of payment / challan obtained. For making online payments, (a) Net banking, (2) Debit / Credit / Rupay card, (C) challan (for making cash payment at SBI branches) options will be available. Use anyone of the options for making payment.
3. Fill up the blank application form and send the complete application form along with attested photocopies of all certificates and testimonials, and a copy the receipt of payment / challan, strictly to the '**Registrar, Jadavpur University, Post Box No. 12026, Cossipore Post Office, Kolkata - 700002**'.
4. **Please super scribe the envelop with the name of the post applied for.**
5. Those who are already in service should apply through proper channel.
6. Canvassing in any form will disqualify a candidate.
7. Mere application does not guarantee a call for test / interview. Selection will be made as per university selection procedure. University reserves the right for selection.
8. **All qualifications, experiences, age limit will be recognized up to last date of application..**
9. Please follow JU website for any update / notifications time to time regarding above selections.
10. University will not be liable for any kind of postal delay.
11. Incomplete applications will be rejected without any intimation.
12. Apply separately for more than one post paying fees accordingly.
13. Internal staff members , Empanelled project staff and the contractual non-teaching staff of the university working till date should submit their application directly to the **Personnel Section** duly forwarded by the Head / Incharge / Officer of the respective departments /sections of the University following guidelines as mentioned above.
14. **Those who applied earlier for the posts against the Employment Notification No. A2/C/5/2013 dated 24.05.2013 and A2/C/9/2014 dated 18.12.2014 need to apply afresh. However they do not have to pay application fee provided the proof/receipt of earlier payment is given/attached.**

Sd/-  
REGISTRAR  
(Actg.)