



**JADAVPUR UNIVERSITY  
KOLKATA – 700 032**

Ref. No.....

Dated : 11.01.2019

**EMPLOYMENT NOTIFICATION NO : A2/C/ 1 /2019**

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

Sl. No.	Name of the Post	No. of vacancies	Reservation					
			UR	SC	ST	Differently-abled	OBC-A	OBC-B
1	Junior Assistant Cum-Typist	25	15	5	1	x	3	1
2	Assistant Librarian Gr.-II	2	1	1	x	x	x	x
3	Technical Assistant Gr.-II	10	5	2	1	1	x	1
4	Steno-Typist	4	4	x	x	x	x	x
5	Darwan	22	10	5	2	1	1	3
6	Peon	26	13	6	1	1	4	1
7	Helper	14	10	2	1	x	1	x
8	Laboratory Attendant	11	7	2	x	x	1	1
9	Driver	2	2	x	x	x	x	x

**Essential Qualifications:**

For Sl.No.1	:	Higher Secondary/Pre-University or its equivalent Examination recognized by the Council of Higher Secondary Education, West Bengal with knowledge of typing & use of computer tools for office work.
For Sl.No.2	:	Bachelor Degree followed by Diploma/Degree in Library Science.
For Sl.No.3	:	B.Sc./Diploma in Engineering recognized by the State Council of Technical Education.
For Sl.No.4	:	Higher Secondary or its equivalent Examination recognized by the Council of Higher Secondary Education, West Bengal with short hand speed of at least 100 words per minute and typing speed of at least 40 words per minute.
For Sl.No.5	:	Class VIII standard
For Sl.No.6	:	Class VIII standard
For Sl.No.7	:	Class VIII standard
For Sl.No.8	:	Class VIII standard and working experience in the respective field.
For Sl.No.9	:	a.Class VIII standard. b. Valid driving license and at least five (5) years experience in driving light, medium and heavy motor vehicles car and jeep.



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**Desirable Qualifications:**

For Sl.No.1	:		Basic knowledge in computer including the knowledge on Microsoft Office Software and or Tally Software from a recognized institute.
For Sl.No.2	:	i)	Knowledge of Universal Decimal Classifications
		ii)	Knowledge of Computer Application preferably in Librarianship
For Sl.No.3	:		Experience in handling scientific laboratory equipments/machines/computer/Electrical equipment/software or digital circuit/Electronic equipment/Structural or concrete or soil mechanic laboratory etc.
For Sl.No.4	:		Two years experience in the line.
For Sl.No.9	:		Motor vehicles knowledge.

**Scale of Pay:**

For Sl.No.1	:		Rs. 7200- 25400 with Grade Pay Rs.3300
For Sl.No.2 & 3	:		Rs. 9000- 28300 with Grade Pay Rs.4400
For Sl.No.4	:		Rs. 7200- 25400 with Grade Pay Rs.3900
For Sl.No.5, 6 &7	:		Rs. 5400- 18600 with Grade Pay Rs.1800
For Sl.No.8	:		Rs. 5400- 18600 with Grade Pay Rs.2100
For Sl.No.9	:		Rs. 5400- 18600 with Grade Pay Rs.2900

<b>Age</b>	:		18-40 years ( Age relaxation as per norms, for SC/ST/Differently Abled and OBC candidates 5 and 3 years respectively.
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**NB:** 1) Internal Staff (permanent) members of this University may also apply for consideration of their candidature for the post of Junior Assistant Cum-Typist as per **G.O. No. 416-Edn(U)/IU(C )-06/12 dated 16.04.2013.**

2) Empanelled project staff till engaged as project employees and listed in the panels approved by the University (vide EC Res. No. 16 dt.28.05.14 and 39 dt. 27.0614 ) for different University approved projects/schools etc. and the contractual non-teaching staff of the university working till date may also apply provided they have required qualifications for the posts.

3) 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 below.

4) Reservation of internal candidates is according to **G.O. No. 416-Edn(U)/IU(C )-06/12 dated 16.04.2013.**



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**Deadline for submitting application is “15.02.2019” (Payment link closes at 12 Noon)**

**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)  
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. 17013, Jadavpur University Post Office, Kolkata - 700032’**.
4. **Please super scribe the envelop with the name of the post applied for and the Advertisement No.**
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, experience, age limit will be recognized up to 31.12.2018**
9. **Application submitted/sent to addresses other than that given at Sl.No.(3) will not be considered.**
10. Please follow JU website for any update / notifications time to time regarding above selections.
11. University will not be liable for any kind of postal delay.
12. Incomplete applications will be rejected without any intimation.
13. Apply separately for more than one post paying fees accordingly.

**REGISTRAR**