



**JADAVPUR UNIVERSITY
KOLKATA – 700 032**

Ref. No.
Dated :30.01.2019

EMPLOYMENT NOTIFICATION NO : A2/C/ 2 /2019

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

1. University Engineer : One post

a. Essential Qualification :

- (i) Uniformly good academic record with a Bachelor's degree in Engineering with minimum 55% marks or its equivalent grade in the point scale whenever a grading system is followed.
- (ii) At least 10 years experience in position involving supervision , control and planning of construction work under Government / Quasi Government/University/Institute of Higher Learning.
- (iii) Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.

b. Desirable :

: A Post Graduate Degree in Civil, Mechanical or Electrical Engineering.

OR

Experience of 5 years in large scale industrial concern in position involving decision making in planning, estimating, designing, and supervision of construction.

Pay Band : Rs.15,600 – 39,100/- + GP Rs.8,000/-

2. Assistant Controller of Examinations : One post (ST)

a. Essential Qualification :

- (i) Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- (ii) At least 10 years experience in a supervisory capacity in a University or a Research Institute or a Government/Quasi-Government Organization/Institute of Higher Learning/Private organization of repute.
- (iii) At least 5(five) years experience in the relevant field.
- (iv) Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable :

: A degree in Business Management or Law or Statistics or Planning. Knowledge of Computer, Data Entry.

Pay Band : Rs.15,600 – 39,100/- + GP Rs.6,000/-



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3. Deputy Finance Officer : One post (lien bound)

Qualification :

- a. Essential** : i) Uniformly good academic record with a Master's Degree in Commerce/Finance with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii) Experience in Audit and Accountancy work for at least five years in a senior position involving Supervision, Control and Planning and Management of audit and Accounts.
- iii) Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.
- b. Desirable** : i) Chartered Accountant or Cost accountant or Business Management Degree [M.B.A(Finance)] .
- c. Scale of Pay** : Rs. 15,600/- – 39,100/- + AGP Rs. 8,000/-

4. Medical Superintendent : One post

a. Essential Qualification :

- (i) An M.B.B.S. Degree recognised by the I.M.C.
- (ii) At least 10 years experience of medical practice in Government/Military/Quasi Government hospital.
- (iii) Age not below 35 years. Relaxable in the case of exceptionally qualified candidates.
- (iv) 10 years' experience in hospital may be relaxed in case of private practice of reputation for 15 years

b. Desirable :

- : Post Graduate Degree in any of the branches of Medical Science or Diploma in Public and Tropical Medicine.

Pay Band : Rs.15,600 – 39,100/- + GP Rs.8,000/-

DEADLINE FOR SUBMITTING APPLICATION IS FEBRUARY 28, 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 Download the application form for filling up.
2. Please pay the application fee of Rs. 500/- (US \$ 50.00 or its rupee equivalent for Indian citizen staying outside.) as indicated in the JU website (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, (b) Debit / Credit /



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Rupay card, (c) Challan (for making cash payment at SBI branches) options will be available. Use anyone of the options for making payment. (from within India).

3. Fill up the blank application form and send the complete application form (one original and seven photocopies) along with attested/self attested photocopies of all certificates and testimonials, and a copy the receipt of payment / challan, to the Registrar, Jadavpur University, Post Box No. 17013, Jadavpur University Post Office, Kolkata – 700 032.
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 interview as the method of screening will be applied as per the selection criteria of the University. Selection will be made as per university selection procedure. University reserves the right for selection.
8. **All qualifications, experience will be recognized till the last date of submission of application.**
9. Please follow JU website for any update / notification 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.

Registrar