

ST. XAVIER'S UNIVERSITY, KOLKATA

RECRUITMENT OF NON-TEACHING STAFF

Duration of online application: From 17.01.2022 to 12.02.2022, 5 PM

Last date for uploading of the supporting documents: 13.02.2022, 5 PM

DESIGNATION	ELIGIBILITY	SKILLS & ATTRIBUTES	PAY STRUCTURE*
Secretary to the Vice-Chancellor	(i) Master's degree in English/Linguistics/ Communicative English (ii) Experience: Minimum 8 years of experience in similar capacity	<ul style="list-style-type: none">• Proficiency in English composition and communication• Understanding the detailed procedures as laid down in Act/ Statutes/ Ordinances/Regulations etc• Able to work effectively under strict deadlines• Able to work with minimal supervision, independently or as part of a team.• Able to take up emergency assignments and perform them effectively• Possessing a tenacious attitude, friendly, honest, trustworthy, respectful and flexible• Adequate Skills in Computer Operation	Entry Pay: 37100
Computer Programmer	(i) BE / B.Tech/B.C.A / B.Sc in Computer Science /MCA with graduation in any discipline (ii) Experience: Minimum 4 years' experience in the relevant field	<ul style="list-style-type: none">• Languages/Framework: C/C++/JAVA//PHP and .NET• Scripting Languages: JavaScript/PHP/HTML• Databases: MS SQL Access	Entry Pay: 37100
Personal Assistant to the Vice-Chancellor	(i) Bachelor's degree in any discipline with Honours (ii) Experience: Minimum 4 years of experience in similar capacity in any educational institute or equivalent. (iii) Stenography with a speed of 80 per minute	<ul style="list-style-type: none">• Good interpersonal, communication and writing skills.• Discretion and trustworthiness• Organisational skills and the ability to multitask• Time management skills• Able to work under strict deadlines• Adequate Skills in Computer Operation	Entry Pay: 32800

Legal Assistant	(i) Bachelor's degree in Law (LL. B/B.A.-LL. B/B. Com-LL. B) (ii) Experience: Minimum 3 years' experience in a law firm or 3 years of practising experience under a Senior Advocate	<ul style="list-style-type: none"> • Knowledge of legal concepts, terminology, principles, and procedures necessary to understand court filing requirements • Knowledge of legal terminology to conduct basic legal research, including statutory, case law, legal reference, and cite-source research to assist attorneys in analysing legal issues • Knowledge of proper filing techniques related to the legal and other statutory/non-statutory matters. • Ability to independently draft legal documents for attorney review • Adequate Skills in Computer Operation 	Entry Pay: 27500
Library Assistant	(i) Bachelor's degree in Library Science (BLIS) Desirable: 1 year experience in the similar capacity	<ul style="list-style-type: none"> • Knowledge to run day-to-day library services • Dealing with enquiries from students, teachers and staff • Cataloguing • Maintaining databases and records • Adequate Skills in Computer Operation 	Entry Pay: 22600
Office Assistant	(i) Bachelor's degree in any discipline Desirable: 1 year experience in the similar capacity	<ul style="list-style-type: none"> • Adequate Skills in Computer Operation with WORD & advanced EXCEL • Good Interpersonal, communication and writing skills. • Letter drafting • Understanding the filing procedures. 	Entry Pay: 22600
Attendant (Only Women) – Morning	(i) Class XII (+Plus Two) Passed from any Govt. recognised board.	<ul style="list-style-type: none"> • Knowledge of Basic Computer (WORD, EXCEL) • Nature of Work: Multitasking • Experience in office related jobs • Dealing with student, teachers and staff 	Entry Pay: 18500

* **Allowances:** In addition to the entry pay, there will be House Rent Allowance and Medical Allowance (as admissible).

UPPER AGE LIMIT AS ON 12.02.2022:

Secretary to the Vice-Chancellor – 35 Years to 45 Years

Computer Programmer - 30 Years to 40 Years

Personal Assistant to the Vice-Chancellor – 30 Years to 40 Years

Legal Assistant – 25 Years to 35 Years

Library Assistant and Office Assistant – 25 years to 35 Years

Office Attendant - 25 years to 35 Years

- **Last date for online application is 12.02.2022, 5 PM**
- **Last Date of uploading of all documents: 13.02.2022, 5 PM**
Document list will be displayed in the uploading page.

NOTES:

- Incomplete applications in any respect will not be entertained by the University.
- Mere fulfilment of the afore-mentioned qualifications & experience does not entitle a candidate to be called for interview.
- The University reserves the right to consider and to fill or not to fill positions in any of the above and/or any other specialization(s).
- No correspondence, whatsoever, will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview or selection.
- All qualifications must be from UGC recognized University/ Deemed University/ MHRD approved autonomous institution (wherever applicable). The courses offered by autonomous institutions should be equivalent to the relevant course approved/ recognized by Association of Indian University (AIU).
- For regular appointment, there would be a probation period of 2 years.
- Last date for online application 12.02.2022, 5 PM**
- Last Date of uploading of all documents: 13.02.2022, 5 PM**
- Applications received after the due date will not be considered.
- The University will send communication through email only to the short-listed candidates.**
- Canvassing in any form will be a disqualification.
- The candidature of an applicant will be cancelled if the documents are not uploaded.

[CLICK HERE FOR ONLINE APPLICATION](#)