

ST. XAVIER'S UNIVERSITY, KOLKATA
RECRUITMENT OF OFFICER & OTHER STAFF

Last date of online application: 30.04.2022, 5 PM

Last date for receipt of printout of the application along with all supporting documents: 05.05.2022, 5 PM

OFFICER

DESIGNATION	ELIGIBILITY	DESIRABLES	PAY STRUCTURE*
Deputy Registrar	<p>Education: Masters' degree in any discipline with at least 55% marks or equivalent.</p> <p>Experience: Minimum of ten years of experience as Assistant Professor in the AGP of ₹6000/- and above with experience in educational administration or comparable experience in research establishment and/or other institutions of higher education or 5 years of administrative experience as Assistant Registrar or equivalent having good knowledge about administration, finance, and e-governance.</p> <p>Compulsory Requirement: Written testimonials for professional references</p>	<ul style="list-style-type: none"> • Qualification in area of Management/Law. • Having good reading and writing skill in English, knowledge of computer applications • Conversant with UGC and Government rules in areas like Recruitment, Service Matter, Academic, Administration, Finance, Purchase Procedures, Establishment Matters, General Administration and Legal Matters. 	Entry Pay ₹68,900
Assistant Registrar	<p>Education: Masters' degree in any discipline with at least 55% marks or equivalent.</p> <p>Experience: Minimum of five years of experience in a responsible position in a reputed organisation having good knowledge about administration and finance.</p> <p>Compulsory Requirement: Written testimonials for professional references</p> <p>Preference will be given to candidates with experience of working in a responsible administrative position in Government Organisation/Academic or Research Institution/PSU and having experience in e-governance.</p>	<ul style="list-style-type: none"> • Qualification in area of Management/Law. • Having good reading and writing skill in English, knowledge of computer applications. • Conversant with UGC and Government rules in areas like Recruitment, Service Matter, Academic, Administration, Finance, Purchase Procedures, Establishment Matters, General Administration and Legal Matters. 	Entry Pay ₹57,700
Accounts Officer	<p>Education: Masters' degree in Commerce with at least 55% marks or equivalent. OR B.Com. (H) from a recognized University/Institute with at least 55% marks CA/CWA/CMA</p> <p>Experience:</p> <p>(i) Minimum of five years of working experience in Supervision, Control, Planning and Management of Accounts and Audit, preparation of Budget in a reputed organisation or Commercial Establishment.</p> <p>(ii) Experience in working with TALLY ERP 9, MS Word, MS Excel, Income Tax, GST, Professional Tax, PF, ESI etc.</p> <p>Compulsory Requirement: Written testimonials for professional references</p> <p>Preference will be given to candidates with experience of working in the said capacity or similar position in Government Organisation/Academic or Research Institution/PSU and having experience in e-governance.</p>	<ul style="list-style-type: none"> • Chartered Accountant/Cost Accountant from a recognised Institute in India. • Having good reading and writing skill in English, knowledge of computer database system. • Conversant with UGC and Government rules in areas like Service Matter, Purchase Procedures, and Legal Matters. 	Entry Pay ₹57,700

***Allowances:** In addition to the entry pay, there will be house rent allowance of 12% (up to maximum limit of ₹12,000) and other allowances, as admissible.

UPPER AGE LIMIT AS ON 30.04.2022:

Deputy Registrar – 35 Years to 50 Years

Assistant Registrar – 35 Years to 45 Years

Accounts Officer – 35 Years to 50 Years

OTHER STAFF

(Those who applied earlier in response to the university website advertisement (Dated 17.01.2022) are required to apply AGAIN and send the hard copy of the application form with all supporting documents)

DESIGNATION	ELIGIBILITY	SKILLS & ATTRIBUTES / DESIRABLES	PAY STRUCTURE*
Secretary to the Vice-Chancellor	(i) Education: Master's degree in English/Linguistics/ Communicative English (ii) Experience: Minimum 8 years of experience in similar capacity Compulsory Requirement: Written testimonials for professional references	<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) Education: 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) Education: Bachelor's degree in any discipline with Honours (ii) Experience: Minimum 4 years of experience in similar capacity in any educational institute or equivalent. Compulsory Requirement: Written testimonials for professional references	<ul style="list-style-type: none"> • Stenography with a speed of 80 per minute • 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) Education: 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 Compulsory Requirement: Written testimonials for professional references	<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
Receptionist (Female)	(i) Education: Graduate in Mass Communication/Journalism/ Public Relation or Graduate in any discipline with post-graduate Diploma in Journalism/Public Relation from a recognized institution. (ii) Experience: Minimum of three years of experience in an organization of repute with good communication skill in English, Hindi and Bengali.	<ul style="list-style-type: none"> • Adequate working knowledge in computer (MS Work, Excel & Email) • Ability to work under pressure. • Conversant with Receiving and Dispatch procedures. • Knowledge of maintaining various registers/logbooks. 	Entry Pay: 24300
Office Attendant (Male)	Education: Class XII (+Plus Two) Passed from any Govt. recognised board.	<ul style="list-style-type: none"> • Good interpersonal and communication skills. • Understanding of Receiving and Dispatch system and maintaining various registers/logbooks. • Working knowledge in computer • Experience: Minimum two years in office related jobs 	Entry Pay: 18500

***Allowances:** In addition to the entry pay, there will be house rent allowance of 12% (up to maximum limit of ₹12,000) and other allowances, as admissible.

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

Receptionist (Female) - 30 Years to 40 Years

Office Attendant (Male) - 25 Years to 35 Years

- **Last date for online application is 30.04.2022, 5 PM**

(Applicants need to take printout of the application and send it to The Registrar along with all supporting documents. Application will be liable to be cancelled if hardcopy of the application and the documents are not received within specified time.)

- **Last date for receipt of printout of the application along with all supporting documents: 05.05.2022, 5 PM**

Please note that print out of the application form along with all supporting documents will be accepted through speed post/ registered post/courier (no hand delivery) addressed only to:

The Registrar,
St. Xavier's University, Kolkata
Premises No. IIIB - 1, Action Area IIIB
P.S. New Town
Kolkata 700 160

NOTES:

- i. Incomplete applications in any respect will not be entertained by the University.
- ii. Mere fulfilment of the afore-mentioned qualifications & experience does not entitle a candidate to be called for interview.
- iii. 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).
- iv. 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.
- v. 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).
- vi. For regular appointment, there would be a probation period of 2 years.
- vii. **Last date for online application: 30.04.2022, 5 PM**
- viii. **Last date for receipt of printout of the application along with all supporting documents: 05.05.2022, 5 PM**
Please note that print out of the application form along with all supporting documents will be accepted through speed post/ registered post/courier (no hand delivery) addressed only to:
The Registrar,
St. Xavier's University, Kolkata
Premises No. IIIB - 1, Action Area IIIB
P.S. New Town
Kolkata 700 160
- ix. Applications received after the due date will not be considered.
- x. **The University will send communication through email only to the short-listed candidates.**
- xi. Canvassing in any form will be a disqualification.
- xii. The candidature of an applicant will be cancelled if the relevant documents are not submitted.
- xiii. Selection may be made through multiple-level screening including written test (for initial screening purposes only) and/or personal skill test (for initial screening purposes only), if necessary, and interview.
The Selection Committee will have the right to cancel candidature at any time in case the qualification and experience criteria are not met.

[CLICK HERE FOR ONLINE APPLICATION](#)