

ST. XAVIER'S UNIVERSITY, KOLKATA

RECRUITMENT STAFF

Employment Notification No.: 01 (09/2025/NON-TEACHING) Dated: 26.09.2025.

Last date of online application: 10.10.2025, 5.00 PM

Last date for receipt of printout of the application along with all supporting documents: 13.10.2025, 5.00 PM

STAFF

Senior Office Assistant	Education: Bachelor's degree in any discipline with minimum 50% marks in aggregate or equivalent grade Experience: Minimum 5 years of experience as Office Assistant or 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 and file management.• Understanding of Office Management.	Entry Pay: ₹24,300 Plus, other allowances*
Accounts Assistant	Education: B. Com (Hons.) Desirable: C.A. Inter/CMA Experience: Minimum 2 years of experience as Accounts Assistant or similar positions Compulsory Requirement: Two Written testimonials as the professional references (to be submitted along with the hardcopy of the application form).	<ul style="list-style-type: none">• Knowledge in Tally Prime.• TALLY ERP, MS Word, MS Excel, Income Tax, GST, Professional Tax, PF, ESI etc. and Salary Sheet Preparation.• Bill/Invoice processing• Preparing Financial Statements and Compiling reports.	Entry Pay: ₹22,600 Plus, other allowances*

* **Allowances:** In addition to the entry pay, there will be House Rent Allowance-12% (up to maximum limit of ₹12,000), D.A. - 18%.

All marks to be calculated /converted as per the prescribed procedure of the degree awarding Institute/University. All are requested not to round off the marks. Only full-time experience will be considered.

AGE LIMITS AS ON 10.10.2025.

Senior Office Assistant – Between 28 Years and 35 Years

Accounts Assistant - Between 25 Years and 35 Years

- **Last date for online application is 10.10.2025, 5.00 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: 13.10.2025, 5.00 PM.**

Please note that print out of the application form along with all supporting documents will be accepted through speed post/ registered post/courier / hand delivery addressed only to:

The Registrar,

St. Xavier's University, Kolkata

Premises No. IIIB - 1, Action Area IIIB

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 post(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: 10.10.2025, 5.00 PM**
- viii. **Last date for receipt of printout of the application along with all supporting documents: 13.10.2025, 5.00 PM.**
Please note that print out of the application form along with all supporting documents will be accepted through speed post/ registered post/courier/hand delivery addressed only to:
The Registrar,
St. Xavier's University, Kolkata
Premises No. IIIB - 1, Action Area IIIB
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 for the purpose of selection procedures.**
- xi. Canvassing in any form will be a disqualification.
- xii. The candidature of an applicant will be cancelled if the documents are not submitted.
- xiii. **Selection may be made through multiple-level screening including (i) written test (for screening purposes only) (ii) computer skills test - Word, Excel, Power Point (for screening purposes only), and (iii) interview. The Selection Committee will have the right to cancel candidature at any time in case the qualification and experience criteria are not met.**
- xiv. If it is found that the documents submitted by the candidate are not genuine or that the candidate has clandestine antecedents and he/she has suppressed the said information, the candidature/appointment at the University shall be cancelled/terminated at any point of time.
- xv. Interview will be held in the University Campus, where the candidate will have to be present physically and there will be no provision for online interview.
- xvi. Those who were terminated earlier will not be eligible to apply for any post within 5 years from the effective date of termination.
- xvii. Those who resigned earlier will not be eligible to apply for any post at the same level/grade within 5 years from the effective date of resignation.
- xviii. Those who were selected for a post, accepted the offer and later declined or did not join will not be eligible to apply for any post within 5 years from the date of acceptance of the offer.
- xix. Those who were selected for a post but declined within the stipulated period will not be eligible to apply for any post at the same level/grade within 3 years from the date of acceptance of the offer.
- xx. All current University employees must obtain a 'No Objection Certificate (NOC)' from the Vice-Chancellor before applying for a post. A copy of this certificate must be submitted with the application.

[CLICK HERE FOR ONLINE APPLICATION](#)