

## ST. XAVIER'S UNIVERSITY, KOLKATA

### RECRUITMENT OF OFFICER & STAFF

Employment Notification No.: 02 (12/2022/NON-TEACHING) Dated: 07.12.2022

(Those who applied against Employment Notification No.: 01 (09/2022/NON-TEACHING) Dated: 29.09.2022, need **NOT** apply again)

**ONLINE APPLICATIONS WILL BE LIVE FROM 11 AM, 08.12.2022**

**Last date of online application: 01.01.2023, 5 PM**

**Last date for receipt of printout of the application along with all supporting documents: 04.01.2023, 5 PM**

### OFFICER

DESIGNATION	ELIGIBILITY	DESIRABLES	PAY STRUCTURE*
Accounts Officer	<p><b>Education:</b> Masters' degree in Commerce with at least 55% marks or equivalent. <b>OR</b> B.Com. (H) from a recognized University/Institute with at least 55% marks in CA/CWA/CMA</p> <p><b>Experience:</b> (i) Minimum of eight years of working experience in Supervision, Control, Planning and Management of Accounts and Audit, preparation of Budget in a reputed organisation or Commercial Establishment. (ii) Experience in working with TALLY ERP, MS Word, MS Excel, Income Tax, GST, Professional Tax, PF, ESI etc.</p> <p><b>Compulsory Requirement:</b> Written testimonials for professional references (to be attached with the hardcopy of the application form).</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"> <li>• Chartered Accountant/Cost Accountant from a recognised Institute in India.</li> <li>• Having good writing skill in English, knowledge of computer database system.</li> <li>• Conversant with UGC and Government rules in areas like Service Matter, Purchase Procedures, and Legal Matters.</li> </ul>	Entry Pay ₹57,700*
Security Officer (Contractual)	<p><b>Education:</b> Graduate in any discipline or equivalent</p> <p><b>Experience:</b> Ex-Servicemen with minimum 5 years' experience at JCO Rank or higher / Minimum 10 years of experience in security related jobs in supervisory position  Preference will be given to Ex-Servicemen (not below JCO rank)</p> <p><b>Job Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Planning, implementation and monitoring of campus security measures</li> <li>• Monitoring the duty of the deployed private security personnel</li> <li>• To give brief and training the security staff daily and taking reports from them.</li> <li>• Ensuring the compliance on security SOPs</li> <li>• To regulate and make necessary security arrangements for VIP or VVIP visitors of the university</li> <li>• To make necessary security arrangements in the university events</li> <li>• To be the contact person for any emergency services</li> <li>• Watching for and reporting irregularities, such as security breaches, facility and safety hazards, and emergency situations</li> <li>• Ensuring building, and equipment security</li> <li>• Monitoring assigned parking areas and/or parking garages to provide public security and assistance</li> <li>• Carrying out any other job assigned by the university management.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Security Operations and Procedures</li> <li>• Surveillance Skills</li> <li>• Written and Verbal Communication in English</li> <li>• Interpersonal Skills</li> <li>• Safety Management</li> <li>• Experience of handling Law &amp; Order situation, Deployment of Personnel, Enquiry, Crowd Control, etc.</li> </ul>	₹40,000 (Consolidated)

### STAFF

DESIGNATION	ELIGIBILITY	SKILLS & ATTRIBUTES / DESIRABLES	PAY STRUCTURE
Computer Programmer (Full Stack Developer)	<p><b>Education:</b> BE / B.Tech/ B.C.A / B.Sc in Computer Science /MCA with graduation in any discipline <b>Experience:</b> Minimum 4 years' experience in the relevant field</p>	<ul style="list-style-type: none"> <li>• Languages/Framework: ASP.NET (C#)</li> <li>• Scripting Languages: JavaScript/HTML</li> <li>• Databases: MS SQL Server</li> </ul>	Negotiable

\* **Allowances:** In addition to the entry pay, there will be House Rent Allowance-12% (up to maximum limit of ₹12,000), D.A. - 3% and Medical Allowance - 500

## **AGE LIMITS AS ON 01.01.2023:**

**Accounts Officer – 40 Years to 50 Years**

**Security Officer – 45 Years to 50 Years**

**Computer Programmer - 30 Years to 40 Years**

- **Last date for online application is 01.01.2023, 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: 04.01.2023, 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:**

- 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: 01.01.2023, 5 PM**
- Last date for receipt of printout of the application along with all supporting documents: 04.01.2023, 5 PM**

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**The Registrar,**  
**St. Xavier's University, Kolkata**  
**Premises No. IIIB - 1, Action Area IIIB**  
**P.S. New Town**  
**Kolkata 700 160**
- 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 submitted.
- 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\*\*](#)