ST. XAVIER'S UNIVERSITY, KOLKATA

RECRUITMENT OF STAFF

Employment Notification No.: 01 (02/2026/NON-TEACHING) Dated: 17.02.2026 **[Addendum]**

Last date of online application: 23.03.2026

Last date for the receipt of the hard copy of the application along with all supporting documents: 25.03.2026

OFFICER

DESIGNATION	ELIGIBILITY	DESIRABLES	PAY STRUCTURE
Joint Placement Officer#	**Education:** Master's degree in any discipline with 50% marks / 2-year PGDM or PGDBM* with 50% marks **Experience:** Minimum Five (5) Years of Experience in the relevant field preferably in Educational Sector as Training and Placement Officer/ Placement Officer/ Joint or Deputy or Assistant Placement Officer * 2-year PGDM or PGDBM must be from a AICTE approved Institute. **Compulsory Requirement:** Two Written testimonials as the professional references (to be submitted along with the hardcopy of the application form).	• Expertise in Industry collaboration & networking and career building. • Ability to contact the organisations and exploring the opportunities for placement and internship tie-ups. • Good network with HR professionals in the industry at top-level who take decisions in the area of talent and acquisition and campus placement. • Ability to facilitate and promote industry/institute interface. • Having excellent network in Corporate Houses. • Readiness to travel for placement related activities. • Ability to organise career counselling programmes. • Strong verbal and written communication skills in English. • Strong Interpersonal skills; should demonstrate patience & perseverance.	₹80,000.00 (Consolidated)
Accounts Officer#	**Education:** B.Com. (H) from a recognized University/Institute with CA/CWA/CMA. **Experience:** (i) Minimum of Eight (08) 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. **Compulsory Requirement:** Two Written testimonials as the professional references (to be submitted along with the hardcopy of the application form).	• Having good 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. • 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.	Entry Pay ₹56,100 plus allowances and benefits*

STAFF

DESIGNATION	DISCIPLINE	ELIGIBILITY	SKILLS & ATTRIBUTES	PAY STRUCTURE
Secretary to the Vice-Chancellor	---	**Education:** Master's degree in English/Linguistics/Communicative English **Experience:** Minimum 5 years of experience in similar capacity or Private Secretary to any secretariat assignment or Private Secretary/Personal Secretary to any higher official not below the rank of Senior Executive in a reputed PSU or Executive Secretary in a Governmental Department/Autonomous Bodies/PSUs/ Educational Institution recognised by the Government. **Compulsory Requirement:** Two Written testimonials as the professional references (to be submitted along with the hardcopy of the application form).	• Proficiency in English composition and communication • Understanding the detailed procedures as laid down in Act/ Statutes/ Ordinances/Regulations etc. • Writing/drafting of Report and editing of report. • 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 positive attitude with problem solving approach • Adequate Skills in Computer Operation, particularly in documentation and spreadsheet application • The incumbent will exercise his skill in human relations and be cordial with all visitors.	Entry Pay: 37,100 plus allowances and benefits*

DESIGNATION	DISCIPLINE	ELIGIBILITY	• SKILLS & ATTRIBUTES	PAY STRUCTURE
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:** Two Written testimonials as the professional references (to be submitted along with the hardcopy of the application form)	• Good interpersonal communication and writing skills. • Discretion and trustworthiness • Understanding of Office Management • Organisational skills and the ability to multitask. • Time management skills • Able to work under strict deadlines. • Adequate Skills in Computer Operation, particularly in documentation and spreadsheet application • Skills in stenography • The incumbent will exercise his skill in human relations and be cordial with all visitors.	Entry Pay: 32,800 plus allowances and benefits *
Laboratory Assistant	Computer Science	**Education**: B. Tech in the discipline or BCA with minimum 50% marks in aggregate or equivalent grade **Experience**: Minimum 2 years of experience in the similar capacity	• Proficient in preparing samples for analysis. • Operation and routine calibration of laboratory equipment. • Knowledge of handling reagents, preparing solutions, and managing chemical inventories (for chemical laboratory). • Accurate recording of experimental data in logbooks or Laboratory Information Management Systems (LIMS). • Strict adherence to safety protocols and meticulous compliance with Standard Operating Procedures (SOPs). • Routine cleaning, sterilization, and basic troubleshooting of laboratory apparatus (as applicable). • Ordering, receiving, and maintaining inventories of chemicals, reagents, and glassware (for chemical laboratory). • Troubleshooting equipment and experimental procedures. • Adequate computer skills, including MS Word and advanced MS Excel. • Strong interpersonal, communication, and writing skills.	Entry Pay: ₹22,600 plus allowances and benefits *
	Physics	**Education**: B. Sc. (Hons.) degree in the subject with minimum 50% marks in aggregate or equivalent grade **Experience**: Minimum 2 years of experience in the similar capacity		
	Chemistry	**Education**: B. Sc. (Hons.) degree in the subject with minimum 50% marks in aggregate or equivalent grade **Experience**: Minimum 2 years of experience in the similar capacity		
	Mechanical Engineering	**Education**: B. Tech degree in the discipline with minimum 50% marks in aggregate or equivalent grade **Experience**: Minimum 2 years of experience in the similar capacity		
	Electrical Engineering	**Education**: B. Tech degree in the discipline with minimum 50% marks in aggregate or equivalent grade **Experience**: Minimum 2 years of experience in the similar capacity		
Computer Lab Assistant**	---	**Education:** B.C.A or B.Sc. in Computer Science / Graduate in any discipline with one year diploma in Computer Application or Hardware Maintenance from a recognised institute **Experience:** Minimum 2 years' experience in the relevant field	• Computer hardware, networking, and troubleshooting. • Knowledge of Windows installation and troubleshooting is a must. Working knowledge of Mac/Linux OS installation and troubleshooting is desirable. • Installation/troubleshooting of software and drivers. • Assisting Faculty in Computer Lab related to Project/Assignments and student handling. • Basic knowledge in C/C++/Java/Python/.NET/Office tools is desirable.	Entry Pay: ₹22,600 plus allowances and benefits *
Office Assistant [For Morning Section (Reporting at 6-15 A.M.) and Female Only]	---	**Education:** Graduate in any discipline The applicant must be a resident within 10 Kilometres of the University	• Adequate Skills in Computer Operation with WORD & advanced EXCEL • Good Interpersonal communication and writing skills. • Letter drafting • Understanding the filing procedures. • Understanding of Office Management.	Entry Pay: ₹22,600 plus allowances and benefits *

*** Allowances and benefits:** <u>In addition to the entry pay, there will be House Rent Allowance-12% (up to maximum limit of ₹12,000), D.A. - 18%. The selected candidate/s will be eligible for a Group Mediclaim of ₹4,00,000 for self, spouse, and two children (up to 18 years of age).</u>

Salary is negotiable for competent & experienced applicants.

** The selected candidate may require joining in the morning section.

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 and will be counted as on last date of application.

AGE LIMITS AS ON 23.03.2026.

Joint Placement Officer – Between 35 Years and 45 Years
Accounts Officer - 35 Years to 50 Years
Secretary to the Vice-Chancellor - Between 35 Years and 45 Years
Personal Assistant to the Vice-Chancellor - Between 30 Years to 40 Years
Laboratory Assistant – Between 28 Years and 35 Years
Computer Lab Assistant - Between 28 Years and 35 Years
Office Assistant - Between 25 Years to 35 Years

- **Last date for online application is 23.03.2026.**
  (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 the receipt of the hard copy of the application along with all supporting documents: 25.03.2026**

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. The University will not entertain incomplete applications in any respect.

ii. Mere fulfilment of the aforementioned qualifications & experience does not entitle a candidate to be called for an 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 specialisation(s).

iv. No correspondence whatsoever will be entertained from candidates regarding postal delays, the conduct and results of the interview, or reasons for not being called for the interview or selection.

v. All qualifications must be from a UGC-recognised University/Deemed University/MHRD-approved autonomous institution (wherever applicable). The courses offered by autonomous institutions should be equivalent to the relevant course approved/ recognised by the Association of Indian Universities (AIU).

vi. For a regular appointment, there would be a 2-year probation period.

vii. **Last date of online application: 23.03.2026**

Last date for the receipt of the hard copy of the application along with all supporting documents: 25.03.2026

Please note that a printout of the application form, along with all supporting documents, can be sent by speed post/registered post/courier/hand delivery. Kindly send the documents to the address given below.

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

viii. Applications received after the due date will not be considered.

ix. **The University will send communications only by email to the short-listed candidates**.

x. Canvassing in any form will disqualify.

xi. The candidature of an applicant will be cancelled if the relevant documents are not submitted.

xii. **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)/ practical test (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.

xiii. If it is found that the documents submitted by the candidate are not genuine or that the candidate has clandestine antecedents and he or she has suppressed the said information, the candidature/appointment at the University shall be cancelled/terminated at any point in time.

xiv. An interview will be held on the University Campus, where the candidate must be physically present; there will be no provision for an online interview.

xv. Those who were terminated earlier will not be eligible to apply for any post within 5 years from the effective date of termination.

xvi. 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.

xvii. 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 of accepting the offer.

xviii. 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.

xix. 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