

ST. XAVIER'S UNIVERSITY, KOLKATA

RECRUITMENT OF STAFF

Employment Notification No.: 01 (08/2024/NON-TEACHING) Dated: 14.08.2024.

Last date of online application: 01.09.2024, 4 PM.

Last date for receipt of printout of the application along with all supporting documents: 04.09.2024, 5 PM.

DESIGNATION	ELIGIBILITY	SKILLS & ATTRIBUTES / DUTIES AND RESPONSIBILITIES
Library Assistant	<p>Minimum Educational Qualification: Bachelor's degree in Library Science or Library and Information Science</p> <p>Minimum Experience: One (1) Year experience in the similar capacity after MLIS OR Two (2) Years experience in the similar capacity after BLIS</p> <p>Desirable/s: PGDLAN or Diploma in Computer Application</p>	<ul style="list-style-type: none">• Knowledge in DDC Classification and Cataloguing• Expertise in manging library counter, shelving books, processing new materials, maintaining and organizing library's periodical and outreach collection.• Assisting Library visitors, managing phone & email enquiries.• Assisting and recommending in acquisition of new books and materials.• Assist in organizing Library programmes and events, including preparing materials and setting up equipment.

PAY STRUCTURE: Entry Pay* ₹22,600

* **Allowances:** In addition to the entry pay, there will be House Rent Allowance-12% (up to maximum limit of ₹12,000), D.A. - 14% and other allowances, as admissible.

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.

AGE LIMIT AS ON 01.09.2024:

Library Assistant – Between 25 and 35 Years

- **Last date for online application is 01.09.2024, 4 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: 04.09.2024, 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
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.
- 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: 01.09.2024, 4 PM.**
- viii. **Last date for receipt of printout of the application along with all supporting documents: 04.09.2024, 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
New Town, Kolkata 700 160
- ix. Applications received after the due date will not be considered.
- x. The candidature of an applicant will be cancelled if the documents are not submitted.
- xi. 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.
- xii. 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.
- xiii. Only offline interview will be held and there will be no provision for online interview.
- xiv. Canvassing in any form will be a disqualification.
- xv. **The University will send communication through email only to the short-listed candidates for the purpose of selection procedures.**

[CLICK HERE FOR ONLINE APPLICATION](#)