

# ST. XAVIER'S UNIVERSITY, KOLKATA

## RECRUITMENT OFFICER AND STAFF

Employment Notification No.: 01 (02/2025/NON-TEACHING) Dated: 28.02.2025.

Last date of online application: ~~19.03.2025~~ **20.03.2025**

Last date for receipt of printout of the application along with all supporting documents: **22.03.2025, 5 PM**

### OFFICER

DESIGNATION	ELIGIBILITY	DESIRABLES	PAY STRUCTURE
Training and Placement Officer	<p><b>Education:</b> Master's degree in Business Administration (M.B.A) or PGDM or PGDBM* with 55% marks</p> <p><b>Experience:</b> Minimum Ten (10) 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</p> <p>* 2-year PGDM or PGDBM must be from a AICTE approved Institute.</p> <p><b>Compulsory Requirement:</b> Two Written testimonials as the professional references (to be submitted along with the hardcopy of the application form).</p>	<ul style="list-style-type: none"> <li>• Expertise in Industry collaboration &amp; networking and career building.</li> <li>• Ability to contact the organisations and exploring the opportunities for placement and internship tie-ups.</li> <li>• Good network with HR professionals in the industry at top-level who take decisions in the area of talent and acquisition and campus placement.</li> <li>• Ability to facilitate and promote industry/institute interface.</li> <li>• Having excellent network in Corporate Houses.</li> <li>• Readiness to travel for placement related activities.</li> <li>• Ability to organise training programmes and career counselling.</li> <li>• Strong verbal and written communication skills in English.</li> <li>• Strong Interpersonal skills; should demonstrate patience &amp; perseverance.</li> </ul>	₹1,20,000 (Consolidated) **

### STAFF

DESIGNATION	ELIGIBILITY	SKILLS & ATTRIBUTES / DESIRABLES	PAY STRUCTURE
Secretary to the Vice-Chancellor	<p><b>Education:</b> Master's degree in English/Linguistics/Communicative English</p> <p><b>Experience:</b> 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.</p> <p><b>Compulsory Requirement:</b> Two Written testimonials as the professional references (to be submitted along with the hardcopy of the application form).</p>	<ul style="list-style-type: none"> <li>• Proficiency in English composition and communication</li> <li>• Understanding the detailed procedures as laid down in Act/ Statutes/ Ordinances/Regulations etc.</li> <li>• Writing/drafting of Report and editing of report.</li> <li>• Able to work effectively under strict deadlines.</li> <li>• Able to work with minimal supervision, independently or as part of a team.</li> <li>• Able to take up emergency assignments and perform them effectively.</li> <li>• Possessing a positive attitude with problem solving approach</li> <li>• Adequate Skills in Computer Operation, particularly in documentation and spreadsheet application</li> <li>• The incumbent will exercise his skill in human relations and be cordial with all visitors.</li> </ul>	Entry Pay: 37100 Plus other allowances**

DESIGNATION	ELIGIBILITY	SKILLS & ATTRIBUTES / DESIRABLES	PAY STRUCTURE
Personal Assistant to the Vice-Chancellor	(i) <b>Education:</b> Bachelor's degree in any discipline with Honours (ii) <b>Experience:</b> Minimum 4 years of experience in similar capacity in any educational institute or equivalent.  <b>Compulsory Requirement:</b> Two Written testimonials as the professional references (to be submitted along with the hardcopy of the application form)	<ul style="list-style-type: none"> <li>• Good interpersonal communication and writing skills.</li> <li>• Discretion and trustworthiness</li> <li>• Understanding of Office Management</li> <li>• Organisational skills and the ability to multitask.</li> <li>• Time management skills</li> <li>• Able to work under strict deadlines.</li> <li>• Adequate Skills in Computer Operation, particularly in documentation and spreadsheet application</li> <li>• Skills in stenography</li> <li>• The incumbent will exercise his skill in human relations and be cordial with all visitors.</li> </ul>	Entry Pay: 32800 Plus other allowances**
Office Assistant***	Bachelor's degree in any discipline <b>Desirable:</b> One (1) Year experience in the similar capacity	<ul style="list-style-type: none"> <li>• Adequate Skills in Computer Operation with WORD &amp; advanced EXCEL</li> <li>• Good Interpersonal communication and writing skills.</li> <li>• Letter drafting</li> <li>• Understanding the filing procedures.</li> <li>• Understanding of Office Management.</li> </ul>	Entry Pay: ₹22,600 Plus other allowances**

## Additionally, there may be performance-based incentives

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.

\*\* **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. These allowances are NOT applicable for consolidated Pay Structure.

\*\*\***Selected candidate may be required to join 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.

### AGE LIMITS AS ON ~~19.03.2025~~ 20.03.2025.

Training and Placement Officer - Between 40 Years and 50 Years

Secretary to the Vice-Chancellor - Between 35 Years and 45 Years

Personal Assistant to the Vice-Chancellor - 30 Years to 40 Years

Office Assistant - 25 Years to 35 Years

- **Last date for online application is ~~19.03.2025~~ 20.03.2025.**

(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: ~~22.03.2025~~, 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 / 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:

- 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.

- 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: ~~19.03.2025~~ 20.03.2025 .**
- viii. **Last date for receipt of printout of the application along with all supporting documents: 22.03.2025.**  
**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 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.
- 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 be required to be present physically and there will be no provision for online interview.
- xvi. Any internal employee of St. Xavier's University, Kolkata, who wishes to apply for any afore-mentioned post needs to obtain "No Objection Certificate" from the Vice-Chancellor.

[CLICK HERE FOR ONLINE APPLICATION](#)