

ST. XAVIER'S UNIVERSITY, KOLKATA

RECRUITMENT OFFICER & STAFF

Employment Notification No.: 01 (10/2023/NON-TEACHING) Dated: 11.10.2023.

(Those who applied and sent the hardcopy of the application form along with all other documents against Employment Notification No.: 01 (09/2023/NON-TEACHING) Dated: 06.09.2023, need NOT apply again, however those who applied but did not send the application form along with other documents may apply again and send the application form and other documents within the stipulated time.)

Last date of online application: 26.10.2023, 5 PM

Last date for receipt of printout of the application along with all supporting documents: 31.10.2023, 5 PM

OFFICER

DESIGNATION	ELIGIBILITY	DESIRABLES	PAY STRUCTURE**
Deputy Registrar	<p>Education: Masters' degree in any discipline with at least 55% marks or equivalent.</p> <p>Experience: Minimum of Ten (10) Years of experience as Assistant Professor in the AGP of ₹6000/- and above with experience in educational administration or comparable experience in research establishment and/or other institutions of higher education or 5 years of administrative experience as Assistant Registrar or equivalent having good knowledge about administration, finance, and e-governance.</p> <p>Compulsory Requirement: Written testimonials for professional references (to be attached with the hardcopy of the application form).</p>	<ul style="list-style-type: none">• Qualification in area of Management/ Law.• Having good reading and writing skill in English, knowledge of computer applications <p>Conversant with UGC and Government rules in areas like Recruitment, Service Matter, Academic, Administration, Finance, Purchase Procedures, Establishment Matters, General Administration and Legal Matters.</p>	Entry Pay ₹79,800
Training and Placement Officer	<p>Education: Master's degree in Business Administration (M.B.A) / PGDM*</p> <p>Experience: Minimum Ten (10) Years of Experience in the relevant field preferably in Educational Sector as Training and Placement Officer/ Placement Officer/ Joint Placement Officer / Assistant Placement Officer</p> <p>* 2-year PGDM which is recognised by Association of Indian Universities (AIU) as equivalent to MBA will be considered</p> <p>Compulsory Requirement: Written testimonials for professional references (to be attached with the hardcopy of the application form).</p>	<ul style="list-style-type: none">• Expertise in Industry collaboration & networking and career building• Ability to look for new organisations and opportunities for placement tie-ups.• Strong verbal and written communication skills in English• Strong Interpersonal skills; should demonstrate patience & perseverance.• Should possess good rapport with HR Fraternity / Corporates / Chambers etc.	₹1,20,000 (Consolidated)**
Deputy Placement Officer	<p>Education: Master's degree in Business Administration (M.B.A) / PGDM* A preference shall be given to applicants with law degree.</p> <p>Experience: Minimum Three (03) Years of Experience of recruitment preferably in Law Firms or Educational Sector as Training and Placement Officer/ Placement Officer/ Joint Placement Officer / Assistant Placement Officer.</p> <p>* 2-year PGDM which is recognised by Association of Indian Universities (AIU) as equivalent to MBA will be considered</p> <p>Compulsory Requirement: Written testimonials for professional references (to be attached with the hardcopy of the application form).</p>	<ul style="list-style-type: none">• Strong verbal and written communication skills in English• Strong Interpersonal skills; should demonstrate patience & perseverance.• Should possess good rapport with HR Fraternity / Corporates / Chambers etc.	₹50,000 (Consolidated)**

STAFF

DESIGNATION	ELIGIBILITY	SKILLS	PAY STRUCTURE**
Computer Lab Assistant	(i) 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 (ii) Experience: Minimum 2 years' experience in the relevant field	<ul style="list-style-type: none"> • Computer hardware, networking and troubleshooting. • Windows/Mac/Linux OS installation and troubleshooting. • Maintenance of Printer/Software/Asset Management. • Assisting Faculty in Computer Lab related to Project/Assignments and student handling. • Working knowledge in C/C++/Java Python/.NET/Office tools is desirable. 	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. - 6% and Medical Allowance – 500
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 LIMITS AS ON 26.10.2023:

Deputy Registrar – 40 Years to 50 Years
Training and Placement Officer - 40 Years to 50 Years
Deputy Placement Officer - 30 Years to 40 Years
Computer Lab Assistant - 25 Years to 35 Years

- **Last date for online application is 26.10.2023, 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: 31.10.2023,5 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
 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 and/or any other specialization(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: 26.10.2023, 5 PM**
- viii. **Last date for receipt of printout of the application along with all supporting documents: 31.10.2023, 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
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.**
- 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. Only offline interview will be held and there will be no provision for online interview.

[CLICK HERE FOR ONLINE APPLICATION](#)