

# ST. XAVIER'S UNIVERSITY, KOLKATA

## RECRUITMENT OFFICER & STAFF

Employment Notification No.: 01 (11/2024/NON-TEACHING) Dated: 25.11.2024.

Last date of online application: **13.12.2024, 4 PM**

Last date for receipt of printout of the application along with all supporting documents: **16.12.2024, 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*</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>• 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> <li>• Should possess good rapport with HR Fraternity / Corporates / Chambers etc.</li> </ul>	₹1,20,000 (Consolidated)##

### STAFF

DESIGNATION	ELIGIBILITY	SKILLS	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 8 years of experience in similar capacity</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>• 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 tenacious attitude, friendly, honest, trustworthy, respectful, and flexible</li> <li>• Adequate Skills in Computer Operation</li> </ul>	Entry Pay: 37100
Personal Assistant to the Vice-Chancellor	<p>(i) <b>Education:</b> Bachelor's degree in any discipline with Honours</p> <p>(ii) <b>Experience:</b> Minimum 4 years of experience in similar capacity in any educational institute or equivalent.</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>• Good interpersonal, communication and writing skills.</li> <li>• Discretion and trustworthiness</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</li> <li>• Skills in stenography</li> </ul>	Entry Pay: 32800

\*\* **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 Medical Allowance – ₹500. It is not applicable for consolidated Pay Structure.

## 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.

## **AGE LIMITS AS ON 13.12.2024:**

**Training and Placement Officer - 40 Years to 50 Years**

**Secretary to the Vice-Chancellor- 35 Years to 45 Years**

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

- **Last date for online application is 13.12.2024, 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: 16.12.2024, 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 / 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.
- 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: 13.12.2024, 4 PM.**
- Last date for receipt of printout of the application along with all supporting documents: 16.12.2024, 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 / hand delivery addressed only to:**  
**The Registrar,**  
**St. Xavier's University, Kolkata**  
**Premises No. IIIB - 1, Action Area IIIB**  
**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 for the purpose of selection procedures.**
- 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.
- 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.
- Only offline interview will be held and there will be no provision for online interview.

[\*\*CLICK HERE FOR ONLINE APPLICATION\*\*](#)