



**JADAVPUR UNIVERSITY  
KOLKATA – 700 032**

**Ref. No.  
Dated – 25.10.2019**

**EMPLOYMENT NOTIFICATION NO : A2/C/11/2019**

The University invites applications from Indian Nationals in the prescribed form for the following posts :

- 1. Secretary to the faculty Council for Postgraduate  
& Undergraduate studies in Engineering & Technolgy : One post (UR)**

**Qualifications :**

- Essential** : *a.* Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale where a grading system is followed.  
*b.* At least 10 years' experience as Lecturer / Assistant Professor in the AGP of Rs.-6000/- and above with experience in educational administration in Academic Institutions like University, Research Establishment and / or in an institute of higher learning of which 5 (five) years must be in a University or in an Institute of Post Graduate Study.

**Or**

Comparable experience in research establishments and other institutions of higher learning.

**Or**

10 (ten) years' administrative experience, of which 5 years shall be as Assistant Registrar or equivalent post.

- c.* Age not less than 35 years. Relaxable in case of exceptionally qualified candidates.

- Desirable** : *a.* A doctorate degree or published papers of high standard.

**Or**

- b.* Experience of at least 10 years' in a fairly senior position in any academic institution like a College or a University or a research organization.

**Scale of Pay** : Rs. – 15600 – 39100/- with G.P. Rs. 8000/-

- 2. Publication Officer : One post (UR)**

**Qualifications :**

- Essential** : *a.* Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale where a grading system is followed.  
*b.* For graduates with degree in Printing Technology, the Master's Degree may be waived.  
*c.* At least 5 (five) years of experience in editing and organizing publication work through press.  
*d.* Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

**Desirable** : A degree or diploma in journalism. The requirement of Master degree may be waived for candidates having 15 years' experience in editing and publication work in publishing concern of high repute.

**Scale of Pay** : Rs. – 15600 – 39100/- with G.P. Rs. 6000/-

**3. Assistant Controller of Examinations** : One post (ST)

**Qualifications** :

**Essential** : *a.* Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale where a grading system is followed.  
*b.* At least 10 years experience in a supervisory capacity in a University or a Research Institute or a Government / Quasi-Government Organization / Institute of Higher Learning / Private organization of repute.  
*c.* At least 5 (five) years experience in the relevant field.  
*d.* Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

**Desirable** : A degree in Business Management or Law or Statistics or Planning, Knowledge of Computer, Data Entry

**Scale of Pay** : Rs. – 15600 – 39100/- with G.P. Rs. 6000/-

**Note** : (i) A relaxation of 5% in the marks may be provided for persons belonging to SC/ST/ Differently-abled (Physically as well as visually) categories.

- a) At the Master level required to satisfy the minimum eligibility criteria.
- b) For assessing good academic record throughout the candidate's career.

***DEADLINE FOR SUBMITTING APPLICATION IS 11/11/2019 (payment link closes at 12 noon)***

***FILLING UP / SUBMISSION OF APPLICATION FORM AND OTHER RELATED INSTRUCTIOS :***

1. Blank application form in 'pdf' format is available at the JU website : [www.jaduniv.edu.in](http://www.jaduniv.edu.in) Download the application form for filling up.
2. Please pay the application fee of Rs. 500/- (US \$ 50.00 or its rupee equivalent for Indian citizen staying outside.) as indicated in the JU website ([www.jaduniv.edu.in](http://www.jaduniv.edu.in)). Follow instructions for making payment and take print out of the receipt of payment / challan obtained. For making online payments, (a) Net banking, (b) Debit / Credit / Rupay card, (c) Challan (for making cash payment at SBI branches) options will be available. Use anyone of the options for making payment. (from within India).

3. Please submit seven hard copies of the complete application form (one original and seven photocopies) along with all enclosures including attested/self attested photocopies of all certificates and testimonials(in a single copy) . Filled-in applications are to be submitted either by post **Under Certificate of Posting**, preferably by **Registered Post** to the '**Registrar, Jadavpur University, Aurobindo Bhavan, 188, Raja S.C. Mallick Road, Jadavpur, Kolkata 700032**' or **in person** to the '**Information office**' on all working days **within 11.00 a.m. to 4.00 p.m.**
4. Please super scribe the envelop with the name of the post applied for and the Advertisement Number.
5. Those who are already in service should apply through proper channel.
6. Canvassing in any form will disqualify a candidate.
7. Mere submission of application does not guarantee a call for interview as the method of screening will be applied as per the selection criteria of the University. Selection will be made as per university selection procedure. University reserves the right for selection.
8. **All qualifications, experience will be recognized till the last date of submission of application.**
9. Please follow JU website for any update / notification time to time regarding above selections.
10. University will not be liable for any kind of postal delay.
11. Incomplete applications will be rejected without any intimation.
12. Apply separately for more than one post paying fees accordingly.

**REGISTRAR**