



# JADAVPUR UNIVERSITY KOLKATA – 700 032

Dated – 27.01.2022

## EMPLOYMENT NOTIFICATION NO : A2/C/1/2022

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

1. **Hostel Superintendent** : One post (Contractual), likely to increase.  
(For Boy's Hostel)

### Qualifications

**Essential** : Graduate in any Stream of any Recognized University

**Desirable** : 5 year experience in hostel / mess management along with other extra curricular activities.

**Age** : Not above 55 years as on 1<sup>st</sup> January, 2022. The post is compulsorily residential. Qualification and age may be relaxed in case of exceptional candidates.

**Duration** : Initially one year. May be extended as per requirement and satisfactory performance.

**Pay** : Rs. 20,000/- (Consolidated) per month.

**DEADLINE FOR SUBMITTING APPLICATION IS “ 21.02.2022 ”(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. 250/-(Two hundred fifty) 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 the complete application form along with all enclosures including attested/self attested photocopies of all certificates and testimonials by post **Under Certificate of Posting/Courier post/Speed post**, preferably by **Registered Post** to the '**Registrar, Jadavpur University, Aurobindo Bhavan, 188, Raja S.C. Mallick Road, Jadavpur, Kolkata – 700 032**'.

4. Please super scribe the envelop with the name of the post applied for and the Advertisement Number.
5. Canvassing in any form will disqualify a candidate.
6. 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.
7. **All qualifications, experience will be recognized till the last date of submission of application.**
8. Plese follow JU website for any update / notification time to time regarding above selections.
9. University will not be liable for any kind of postal delay.
10. Incomplete applications will be rejected without any intimation.

***Registrar***