

ST. XAVIER'S UNIVERSITY, KOLKATA

RECRUITMENT OF OFFICER & STAFF

Employment Notification No.: 01 (09/2023/NON-TEACHING) Dated: 06.09.2023.

Last date of online application: 24.09.2023, 5 PM

Last date for receipt of printout of the application along with all supporting documents: 27.09.2023, 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 ₹68,900
Assistant Registrar	<p>Education: Masters' degree in any discipline with at least 55% marks or equivalent.</p> <p>Experience: Minimum of Five (05) Years of experience in a responsible position in a reputed organisation having good knowledge about administration and finance.</p> <p>Compulsory Requirement: Written testimonials for professional references (to be attached with the hardcopy of the application form).</p> <p>Preference will be given to candidates with experience of working in a responsible administrative position in Government Organisation/Academic or Research Institution/PSU and having experience in e-governance.</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 ₹57,700
Executive Director- Centre for Incubation, Consultancy & Entrepreneurship	<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 of incubation, consultancy, and entrepreneurship</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 Networking and Building Industry-Academia tie-ups.• Experience in generating project grants and managing the projects.• Ability to create a conducive environment for Startups / Incubates• Strong analytical, communication, problem-solving, organisational and coordination and project management skills	₹1,00,000 (Consolidated)##

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)##
sDeputy 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)##
Accounts Officer	<p>Education: B.Com. (H) from a recognized University/Institute with CA/CWA/CMA</p> <p>Experience:</p> <p>(i) Minimum of Eight (08) Years of working experience in Supervision, Control, Planning and Management of Accounts and Audit, preparation of Budget in a reputed organisation or Commercial Establishment.</p> <p>(ii) Experience in working with TALLY ERP, MS Word, MS Excel, Income Tax, GST, Professional Tax, PF, ESI etc.</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"> • Having good writing skill in English, knowledge of computer database system. • Conversant with UGC and Government rules in areas like Service Matter, Purchase Procedures, and Legal Matters. • Preference will be given to candidates with experience of working in the said capacity or similar position in Government Organisation/Academic or Research Institution/PSU and having experience in e-governance. 	Entry Pay ₹56,100

STAFF

DESIGNATION	ELIGIBILITY	SKILLS & ATTRIBUTES / DESIRABLES	PAY STRUCTURE**
Computer Programmer (Full Stack Developer)	<p>Education: BE / B.Tech/ B.C.A / B.Sc in Computer Science /MCA with graduation in any discipline</p> <p>Experience: Minimum Four (4) Years' experience in the relevant field</p>	<ul style="list-style-type: none"> • Languages/Framework: ASP.NET (C#) • Scripting Languages: JavaScript/HTML • Databases: MS SQL Server 	Negotiable

DESIGNATION	ELIGIBILITY	SKILLS & ATTRIBUTES / DESIRABLES	PAY STRUCTURE**
Office Assistant	Bachelor's degree in any discipline Desirable: One (1) Year experience in the similar capacity	<ul style="list-style-type: none"> • Adequate Skills in Computer Operation with WORD & advanced EXCEL • Good Interpersonal, communication and writing skills. • Letter drafting • Understanding the filing procedures. 	Entry Pay: 22600

**** 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.
##There may be performance-based incentives

AGE LIMITS AS ON 24.09.2023:

Deputy Registrar – 40 Years to 50 Years
Assistant Registrar – 35 Years to 45 Years
Executive Director- 40 Years to 50 Years
Training and Placement Officer - 40 Years to 50 Years
Deputy Placement Officer - 30 Years to 40 Years
Accounts Officer - 35 Years to 50 Years
Computer Programmer - 30 Years to 40 Years
Office Assistant – 25 Years to 35 Years

- **Last date for online application is 24.09.2023, 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: 27.09.2023, 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
P.S. Techno City, 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: 24.09.2023, 5 PM**
- Last date for receipt of printout of the application along with all supporting documents: 27.09.2023, 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
P.S. Techno City, Kolkata 700 160**
- 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**](#)