



University of Calcutta

Ref. No.:74/RUSA 2.0

Written Test-cum-Interview
(Temporary on a contractual basis)

The University of Calcutta intends to engage for following human resources (manpower) positions, purely on a temporary contract basis for its RUSA 2.0 project, being undertaken at the University of Calcutta, West Bengal.

Advertisement for contractual recruitment of Technical Assistant and Peon regarding RUSA 2.0 project in the University of Calcutta.

Applications are hereby invited for the post of Technical Assistant and Peon for processing of the RUSA 2.0 project on a contractual basis under the RUSA 2.0, University of Calcutta.

Required qualifications and other details are given below.

Sl. No.	Details	Requirements/ Information
1	Name of the project position	Technical Assistant (Back Office)
	No. of vacancies	1 (SC)
	Essential qualification	<ul style="list-style-type: none">Honours Graduates with 60% marks in qualifying degree.Advanced knowledge of all basic Office SoftwareBengali and English language proficiency
	Desirables	<ul style="list-style-type: none">Experience in office file management in a government officeExperience in record keeping and documentation of government projects (at least 1 year)
	Age Limit	35 years
	Consolidated Emoluments per Month	Rs.25,000/-
2	Name of the project position	Technical Assistant (Lab Assistant)
	No. of vacancies	3 (UR-1, UR-(EWS)-1, ST-1)
	Essential qualification	<ul style="list-style-type: none">Honours Graduates with 60% marks in qualifying degree.Knowledge of Biological Lab instruments handlingBengali and English language proficiency
	Desirables	<ul style="list-style-type: none">Experience in standard Biological Lab as lab Assistant (at least 1 year) Government/ Non-government Organization
	Age Limit	35 years
	Consolidated Emoluments per Month	Rs.25,000/-



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3	Name of the project position	Technical Assistant (Computer Lab)
	No. of vacancies	3 (UR-1, OBC-A-1, SC-1)
	Essential qualification	<ul style="list-style-type: none">Honours Graduates with 60% marks in qualifying degree.Knowledge of computer maintenance and handlingBengali and English language proficiency
	Desirables	<ul style="list-style-type: none">Diploma in Information Technology or DOEACC 'O' Level CertificateExperience in Computer Hardware maintenance and operation (at least 1 year) in Government/ Non-government Organizations
	Age Limit	35 years
	Consolidated Emoluments per Month	Rs.25,000/-
4	Name of the project position	Peon
	No. of vacancies	2 (SC-1, UR-1)
	Essential qualification	<ul style="list-style-type: none">10th StandardBengali and English language proficiency
	Desirables	<ul style="list-style-type: none">Experience in Government/ Non-government office (at least 1 year)
	Age Limit	35 years
	Consolidated Emoluments per Month	Rs.12,000/-

Specific instructions:

1. Candidates should come with up-to-date bio-data during interview.
2. Copies of recent passport-sized coloured photographs, and self-attested photocopies of certificate in support of age [Aadhaar Card/ Indian Passport/ PAN Card/ Driving-License], educational qualifications [all certificates and mark sheets from 10th Standard onwards], caste and experience along with the original documents (at the time of interview).
3. The applicants must provide a valid Email ID and Contact Number.
4. Printed hardcopy application must reach to the office of the Registrar, University of Calcutta by 18th December 2023 before 04:00 pm.
5. The shortlisted candidates will be informed through email for written test and interview. The exam dates will also be informed through email.



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6. Interested candidates may submit their application with the following details in plain paper along with a passport-size photo and supporting documents as applicable.
7. Application details
 - a. Name:
 - b. Date of Birth:
 - c. Age:
 - d. Gender:
 - e. Permanent Address:
 - f. Current Address:
 - g. Mobile No.:
 - h. Email ID:
 - i. Qualification:
 - j. Additional Qualification:
 - k. Experience:
 - l. Current employment details:
 - m. PAN No.:
 - n. Aadhaar/ EPIC No.:

General Terms and Conditions:

1. The selected candidates will be initially taken on a contractual basis for an initial probationary period of 11 months (may be renewed, subjected to the approval of the university authority based on the performance and willingness of the incumbent).
2. Engagement in the project will be continued on the availability of the fund and successfully completing the probationary period.
3. The number of positions may vary.
4. These positions are meant for temporary projects and co-terminus with the project.
5. Continuation of the above advertised Project Human Resource engagement will depend upon the availability of funds, functional requirements, and approval of the Competent Authority. Therefore, we are not committed to filling up all the advertised Projects Human Resource Positions and the process is liable to be withdrawn/cancelled/ modified at any time.
6. The rates of emoluments/stipends shown in this advertisement are project-specific and may vary according to the sanction of the funding agency of the project.
7. Cut-off for the age will be as of the date of advertisement.
8. Age relaxation will be as per the guideline of the Govt. of West Bengal.
9. Reserved category candidates must produce their latest Caste Validity Certificate. OBC candidates must possess the latest valid non-creamy layer certificate. EWS candidates must possess the latest valid economically weaker section certificate. Five years of age relaxation will be provided for SC/ST applicants.
10. Mere fulfilling the essential qualification does not guarantee the selection.



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11. Persons already in regular time-scale service under any Government Department/ Organization are not eligible to apply.
12. No TA/ DA will be paid to attend an interview/ written test and candidates have to arrange transport/accommodation themselves.
13. Submission of wrong or false information during the process of selection shall disqualify the candidate at any stage.
14. The person engaged in human resource positions will initially be posted at the College Street campus of the university. They are liable to serve in any part of the university campuses.
15. The decision of the Competent Authority will be final and binding in case of posting.
16. Leave shall be as per the university policy for the project.
17. Any facilities entitled to the regular staff of the university are not admissible to the project staff.
18. Canvassing in any form will be a disqualification.
19. No electronic gadgets are allowed in the interview/ written test.
20. Corrigendum/ addendum/ further information; if any, in respect of this advertisement, will be published on the university website only. Hence, the candidates are advised to see the website of the University of Calcutta regularly for further updates related to this advertisement.
21. University of Calcutta reserves the right to consider or reject any application/ candidature.

Date: 24.11.2023

Place: Kolkata

Registrar

University of Calcutta