



**JADAVPUR UNIVERSITY**  
**KOLKATA – 700 032**

Ref. No. ....

Dated : 04.02.2016

**EMPLOYMENT NOTIFICATION NO : A2/C/ 2 /2016**

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

Sl. No.	Name of the Post	No. of vacancies	Reservation					
			UR	SC	ST	Differently Abled	OBC-A	OBC-B
1	Junior Mechanic	63	36	13	3	1	6	4
2	Junior Assistant cum-Typist	62	24	14	11	4	5	4
3	Assistant Librarian Gr.-II	8	2	2	2	1	-	1
4	Technical Assistant Gr.-II	15	5	1	6	1	1	1
5	Store-Keeper	2	1	1	-	-	-	-
6	Peon	42	16	10	5	2	4	5
7	Helper	19	9	5	2	-	1	2

**Qualifications:**

<b>Essential:</b>		
For Sl.No.1	:	H.S./SF plus training/class VIII plus proficiency certificate from ITI or equivalent govt. recognized institution.
For Sl.No.2	:	Higher Secondary or its equivalent Examination recognized by the Council of Higher Secondary Education, West Bengal with typing speed of at least 40 words per minute.
For Sl.No.3	:	Bachelor Degree followed by Diploma/Degree in Library Science.
For Sl.No.4	:	B.Sc./Diploma in Engineering recognized by the State Council of Technical Education. <b>For one post for the Dept. of Physical Education:</b> Graduate in any discipline
For Sl.No.5	:	Bachelor's Degree in any stream with considerable experience in the maintenance of Engineering , Science and other stores.
For Sl.No.6	:	Class VIII standard but not above Class IX
For Sl.No.7	:	Class VIII standard but not above Class IX
<b>Desirable:</b>		
For Sl.No.1	:	Training /Proficiency certificate in the following areas: Electronics/Electrician/Turner/Fitter/Foundry/Computer Operator/Machinist/Carpenter/Plumber/Instrument Mechanics/Pump operator/Telephone operator etc. from ITI or equivalent recognized institution/handling in Press.

For Sl.No.2	:		Basic knowledge in computer including the knowledge of word processing /spread sheet / accounting software from a recognized institute.
For Sl.No.3	:	i)	Knowledge of Universal Decimal Classifications
		ii)	Knowledge of Computer Application preferably in Librarianship/Library automations
For Sl.No.4	:		Experience in handling scientific laboratory equipments/machines/computer/Electrical equipment/software or digital circuit/Electronic equipment/Structural or concrete or soil mechanic / Chemical laboratory etc / Press & Printing. <b>For one post for the Dept. of Physical Education:</b> i) B.P.Ed / Equivalent degree ii) Working experience of minimum 3 years in Physical Education Institution/Sports Organization. Preference will be given to the candidates having certificate/diploma in Yoga.
For Sl.No.5	:		Diploma/Certificate in Store management from any recognized Centre/Institute & working knowledge of computer.

<b>Scale of Pay</b>			
For Sl.No.1 & 2	:		Rs. 7200- 25400 with Grade Pay Rs.3300
For Sl.No.3 & 4	:		Rs. 9000- 28300 with Grade Pay Rs.4400
For Sl.No.5			Rs. 7200- 25400 with Grade Pay Rs.4100
For Sl.No.6 & 7			Rs. 5400- 18600 with Grade Pay Rs.1800
<b>Age</b>	:		18-40 years (Age relaxation as per norms, for SC/ST and OBC candidates 5 and 3 years respectively )

**NB:** 1) Internal Staff (permanent) members who have passed at least School Final Examination and have rendered 5(five) years satisfactory service at this University as Skilled Helper / have Trade Certificate from ITI or any govt. recognized institution may also apply for consideration of their candidature for the post of Junior Mechanic.

2) Internal Staff (permanent) members who have passed Higher Secondary or equivalent Examination and have rendered 5 (five) years satisfactory service at this University may also apply for consideration of their candidature for the post of Junior Assistant Cum-Typist.

3) Empanelled project staff till engaged as project employees and listed in the panels approved by the University (vide EC Res. No. 16 dt.28.05.14 and 39 dt. 27.06.14) for different University approved projects / schools etc. may also apply provided they have required qualifications for the posts.



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- 4) Internal staff members and Empanelled project staff should submit their application directly to the **Personnel Section** duly forwarded by the Head / In-Charge / Officer of the respective departments / sections of the University following guidelines as mentioned below.

**Deadline for submitting application is “01.03 2016” (by post or in person)**

**Filling up / submission of Application Form and other related instructions:**

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. 250.00 (Rs. 125.00 for SC/ST/DA categories) 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, (2) 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.
3. Fill up the blank application form and send the complete application form along with attested photocopies of all certificates and testimonials, and a copy the receipt of payment / challan, to the **‘Registrar, Jadavpur University, Post Box No. 12026, Cossipore Post Office, Kolkata’**.
4. **Please super scribe the envelop with the name of the post applied for.**
5. Those who are already in service should apply through proper channel.
6. Canvassing in any form will disqualify a candidate.
7. Mere application does not guarantee a call for test / interview. Selection will be made as per university selection procedure. University reserves the right for selection.
8. **All qualifications, experiences, age limit will be recognized up to 31.01.2016.**
9. Please follow JU website for any update / notifications 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.
13. **Those who applied earlier against the Advt. Nos.: A2/C/1/2009 and A2/C/12/2006 for JA cum Typist and Jr. Mechanic respectively, need to apply afresh.**

**REGISTRAR**