



**JDAVPUR UNIVERSITY**  
**KOLKATA – 700 032**

**Dated: 02.05.2023**

**EMPLOYMENT NOTIFICATION NO : A2/C/1/2023**

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 Science : One post (UR)
2. Deputy Registrar : One post (OBC- A)

**Qualifications :**  
(For 1 & 2)

**Essential** i. Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.

ii. At least 10 (ten) years of 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 University or in and Institute of Post Graduate Study.

**OR**

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

**OR**

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

iii. Age not less than 35 years. Relaxable in the case of exceptionally qualified candidates.

**Desirable** : A Doctor degree or published papers of high standard.

**OR**

Experience of at least 10 (ten) years in a fairly senior position in any academic institutions like a College or a University or a Research Organization.

**Pay** : Rs. – 79,800 at Pay Level 12 (Rs. 79,800 - 2,11,500/-)

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

**DEADLINE FOR SUBMITTING APPLICATION IS "25.05.2023 "(payment link closes at 12 noon)**

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

- Blank application form in 'pdf' format is available at the JU website : [www.jaduniv.edu.in /](http://www.jaduniv.edu.in/) <https://jadavpuruniversity.in> Download the application form for filling up.
- 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/) <https://jadavpuruniversity.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).
- 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 – 700 032**' or in person to the '**Information Office**' on all working days **within 11.00 a.m. to 4.00 p.m.**
- Please super scribe the envelop with the name of the post applied for and the Advertisement Number.
- Those who are already in service should apply through proper channel.
- Canvassing in any form will disqualify a candidate.
- 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.
- All qualifications, experience will be recognized till the last date of submission of application.**
- Please follow JU website for any update / notification time to time regarding above selections.
- University will not be liable for any kind of postal delay.
- Incomplete applications will be rejected without any intimation.
- Apply separately for more than one post paying fees accordingly.

**Registrar**