



Advertisement No. KNU/R/Advt./04/19

Date: 09.03.2019

Kazi Nazrul University, invites online applications from eligible Indian Nationals for recruitment in the following **Administrative Posts** on Direct Recruitment Basis.

Application Fee: Rs. 800/- (Eight Hundred only) for Unreserved/ Unreserved (EC)/ Other Backward Class (Category-A) / Other Backward Class (Category-B) and **Rs. 500/- (Five Hundred only)** for Scheduled Caste / Scheduled Caste (EC)/ Scheduled Caste (Ex-servicemen)/ Scheduled Tribe.

Age: Not exceeding 40 years on the last date of submission of application, relaxable as per existing rules for reserved category.

1. TECHNICAL ASSISTANT: 03 Posts [UR-01, SC-01, UR (EC)-01], (Pay Band – Rs. 9,000/- - 28,300/- with a Grade Pay of Rs. 4,400/-).

a. **Essential :**

i. Graduate in relevant discipline with Diploma in Computer Application of at least one year from a Govt. or recognized institution or Post Graduate Diploma in Engineering recognized by the State Council of Technical Education.

b. **Desirable:**

i. Experience in handling Computer/Software

ii. Minimum one year experience in academic Institute like University or in an Institute of higher learning

iii. Conversant with Information Communication Technology (ICT).

2. CASHIER: 01 Post [UR-01], (Pay Band – Rs. 9,000/- - 28,300/- with a Grade Pay of Rs. 4,400/-).

a. **Essential :**

i. Graduate with Honours in Commerce from a recognized University.

ii. Candidates should have proven experience in dealing with common office software (viz. MS-Office) and Accounting software (e.g. Tally).

b. **Desirable:**

i. M.Com. from a recognized University.

ii. Two years post qualification experience including cash handling.

iii. Whole time working experience of not less than one year in University / Institute of Higher learning.



3. **JUNIOR ASSISTANT (with Computer/Typing Knowledge): 08 Posts [UR-01, UR (EC)-02, ST-01, OBC-A-01, OBC-B-01, SC (EC)-01, SC (Ex-Serviceman) -01], (Pay Band – Rs. 7,200/- - 25,400/- with a Grade Pay of Rs. 3,300/-).**

a. **Essential :**

- i. Higher Secondary (10+2) / Pre-University or its equivalent Examination recognized by Higher Education Council , West Bengal
- ii. Diploma in computer application of at least 6 month duration from a Govt. or recognized institution

b. **Desirable:**

- i. Three years' Bachelors' degree with at least 45% marks
- ii. Basic knowledge in Computer including the knowledge of word processing/Spread Sheet/Accounting software from a recognized institute.
- iii. Proficiency in English and knowledge in drafting letters etc / fair knowledge in finance & accounting process.
- iv. Minimum one year experience in official work in academic institute like University or in an Institute of Higher Learning.

4. **OFFICE ASSISTANT: 01 Post [UR-01], (Pay Band – Rs. 7,200/- - 25,400/- with a Grade Pay of Rs. 3,300/-).**

a. **Essential :**

- i. Higher Secondary (10+2) / Pre-University or its equivalent Examination recognized by Higher Education Council , West Bengal
- ii. Diploma in computer application of at least 6 months duration from a Govt. or recognized institute

b. **Desirable:**

- i. Three years' Bachelors' degree with at least 45% marks
- ii. Basic knowledge in Computer including the knowledge of word processing/Spread Sheet from a recognized institute.
- iii. Proficiency in English and knowledge in drafting letters etc / fair knowledge in office procedures.
- iv. Minimum one year experience in official work in academic institute like University or in an Institute of Higher Learning.

N.B.: *Candidates who had applied earlier Advertisement/Notification are to apply again.*



5. JUNIOR PEON: 01 Post [UR (Ex-Serviceman)-01], (Pay Band – Rs. 5,400/- - 18,600/- with a Grade Pay of Rs. 1,800/-).
- Essential :
 - Class VIII Passed
 - Desirable:
 - Can Read/write English.
 - Minimum one year experience in official work in academic institute like University or in an Institute of Higher Learning.
6. LABORATORY ATTENDANT: 04 Posts [UR-01, SC-01, UR (EC)-01, ST-01], (Pay Band – Rs. 5,400/- - 18,600/- with a Grade Pay of Rs. 1,800/-).
- Essential :
 - Class VIII Passed
 - Desirable :
 - Can Read/write English.
 - Minimum one year experience in academic institution like University or in an Institute of Higher Learning.

GENERAL CONDITIONS

- Online Application form submitted by the applicants should be properly filled in all respects by the applicants concerned and all the entries therein must be substantiated by supporting documents without which such applications would be treated as cancelled. **It is to be noted that applications without application fee would be cancelled.**
- Already employed applicants should apply through proper channel.
- All the posts advertised are sanctioned by the Govt. of West Bengal and the age of superannuation for all the incumbents appointed to these posts as per existing rule or as may be notified by the Government of West Bengal from time to time.
- Appointments will be made on probation for one year which may be extended depending on the assessment of performance of the incumbent during the probation period.
- All the incumbents to be appointed on final selection to these posts are liable to be transferred.
- The University may verify the antecedents or documents submitted by a candidate at any time including at the time of appointment or during the tenure of his/her service and in case it is detected during any time of recruitment process and also any point of time after the appointment that the documents submitted by the candidate are fake or the candidate has deliberately misled by submission of fake/ false/ forged documents, his candidature/ service will be forthwith cancelled / terminated without assigning any reasons.



7. The prescribed essential qualifications / experience indicated above is bare minimum and mere possession of the same will not entitle the candidate to be called for interview. If the number of applications received in response to this advertisement is large and it is not convenient for the University to interview all the applicants, the University reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications, experience and other credentials higher than the minimum prescribed and / or by any other suitable method for the respective post. Selection may not be confined to the applicants only.
8. A relaxation of 5% in marks (wherever necessary) may be provided for candidates (applicable for candidates domiciled in West Bengal) belonging to SC/ST/OBC/Differently able (physically as well as visually) categories.
9. No TA / DA shall be paid to candidates for attending interview.
10. Only the selected candidate(s) in respect of the aforesaid posts (if any) will be intimated accordingly.
11. The University reserves the right not to fill up the posts advertised without assigning any reasons.
12. In case of any dispute the decision of the university will be final.
13. The High Court at Kolkata only will have the legal jurisdiction in this matter.
14. Link: <https://g21.digialm.com//EForms/configuredHtml/1697/53977/application.html>
15. Print out of filled in online APPLICATION FORM must be send **in a cover envelop superscribed as "Application for the post of....., Category:....."** along with all supporting documents including payment details to **The Registrar, Kazi Nazrul University, Nazrul Road, P.O. – Kalla (C.H.), Asansol – 713340, West Bengal by speed post only.**
16. Incomplete application will not be entertained.
17. **University authority will not be responsible for any postal delay in case receipt of application by the University or receipt of Interview call letter by the applicant.**
18. **Corrigendum / Addendum, if any, will be made only in the University website. Hence, all the applicants are advised to visit the University website regularly.**

Date of opening online application submission (Latest by)	13.03.2019 (00:01hrs.)
Last Date for online application submission	31.03.2019 (23:55hrs.)
Last date of receipt of Print-out of ONLINE APPLICATION FORM along with supporting documents.	02.04.2019 (17:00hrs.)

Sd/-
Registrar