

Tender Document
for
**Selection of Agency for conducting Screening of
candidates for the purpose of Recruitment in
different posts of Kazi Nazrul University (KNU)**

CONTENT

Notice Inviting Tender (NIT)
Scope of Work (SoW)
Conditions of Contract (CC)



KAZI NAZRUL UNIVERSITY
Nazrul Road, Kalla Bypass More, P.O. – Kalla C.H.
Asansol, Paschim Bardhaman, W.B. Pin – 713 340

These documents are meant for the exclusive purpose of bidding against this NIT and shall not be transferred, reproduced or otherwise used for purposes other than that for which they are specifically issued.

SECTION – I

NOTICE INVITING TENDER (NIT)

Ref. No: KNU/R/NIT(e)-2/139/2020

Date: 06.02.2020

Online Tenders (eTenders) are invited on behalf of Kazi Nazrul University (KNU) for Selection of Agency for conducting Screening of candidates for the purpose of recruitment in different posts of Kazi Nazrul University. Detailed specification, scope of work and conditions of Contract are given in the bidding documents which are available on the online e-tendering portal <http://wbtenders.gov.in> or <http://etender.wb.nic.in>

1. Schedule of Tender:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	06.02.2020, 14:30 p.m.
2	Start date of sending e-mail for clarification/pre-bid queries/proposed modifications/additional information (if any)	06.02.2020, 14:30 p.m.
3	Closing date of sending e-mail for clarification/pre-bid queries/proposed modifications / additional information (if any) [No email will be entertained received after the scheduled date and time]	10.02.2020 upto 04:00 p.m.
4	Prebid meeting to be held at Kolkata Office of Kazi Nazrul University, 1333, Surveyor Park, Sudhasree Apartment – I, Near Suryadoya School/Bank of India, Ajaynagar, Kolkata – 700075. (In case of changing of venue, intimation will be made through email only)	11.02.2020 at 14:30 p.m.
5	Bid submission start date (On line)	12.02.2020 (10:00 a.m..)
6	Bid Submission closing (On line)	26.02.2020 (11:55 p.m.)
7	Opening of Technical Bid (Online)	28.02.2020
8	Opening of Financial Bid (Online)	To be notified later

A complete set of bidding documents may be downloaded by any interested bidder from the website <http://wbtenders.gov.in> or <http://etender.wb.nic.in> directly with the help of Digital Signature Certificate.

Downloading the bidding documents shall not automatically construe that the bidder fulfils the Qualifying Requirements which shall be determined during bid evaluation based on data/documents uploaded by the bidder

If the date fixed for opening of bids is subsequently declared as holiday by University, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on the next working day, time and venue remaining unaltered.

- All bids must be accompanied by valid documents submitted online. Non submission of the relevant documents as specified here shall be rejected by KNU and in such cases bids shall be considered as non responsive.

3. **Qualifying Requirement for bidders:**

A. Technical Qualification:

- i. The Agency/Firm must have at least three years of experience in conducting screening process for recruitment as on 03.02.2020.
- ii. The Agency/Firm must have the capability to process applications, and must have experience of registration through online copies of applications and documents as per requirement. The agency must have sufficient experience in conducting online examination in multiple venues followed by the Skill Test on the same day for the eligible candidates through engaging experts in the respective fields and submission of final merit list of the qualified candidates.
- iii. The Agency/Firm must have successfully completed recruitment work for Govt. Departments/Central PSUs/State PSUs/State Govt./Statutory Corporation for an order value of Rs. 5 lakhs or more per order and at least three such orders will have to be executed successfully during the last three financial years.
- iv. They must have sufficient infrastructure for processing applications on-line through IT infrastructure (minimum 200 Terminal, i.e. Computer with Internet and Print facility) competent and technically/professionally qualified manpower of required number for conducting selection process involving minimum 1,000 applicants.
- v. The Agency must have sufficient storage space to keep the examination related documents for at least 3 years on behalf of the University, in case of conducting screening process for selection.
- vi. The Agency must have experience for conducting large public examinations at multiple venues through engagement of experts in the concerned fields and in other allied matters including submission of merit list as per Govt. guidelines, if there be any.
- vii. An Unregistered Partnership / Firm or Society shall not be eligible to apply.
- viii. The Agency/Firm shall, during the entire period of contract place in position a core team consisting of minimum three key personnel who are professionally qualified in the respective field and well experienced in screening process for recruitment. The Agency/Firm, on being enlisted, shall furnish the details of the core team with their name, designation, qualification and contact no. to KNU in case of assigning any particular project on successful bidding. The core team so engaged shall remain unchanged throughout the period of the screening process for recruitment.
- ix. Outsourcing of any job at any stage of the screening process for recruitment (if assigned to the agency on being enlisted) by the agency without permission of KNU authority is strictly prohibited.
- x. Co-operative societies for hand delivery of energy bills, security agencies, manpower hiring agencies, self-help group, housekeeping agencies, outsourcing agencies, consortium etc. are not eligible to take part in the Tender process.
- xi. Data processing and verification centre of the agency must be situated in Kolkata.

B. Financial Qualification:

- i. **The net worth of the Agency should be positive.**
 - ii. **Minimum Annual Average Turnover for the participating bidders should be Rs.30,00,000/-(thirty lakhs) for the best three years out of the last five financial years.**
4. KNU reserves the right to accept or reject any bid partly or fully or cancel the bidding without assigning any reason thereof and in such case no bidder/ intending bidder shall have any claim arising out of such action.

5. **Address for Communication :**
Registrar (Addl. Charge), Kazi Nazrul University,
Nazrul Road, Kalla Bypass More, Asansol,
Paschim Bardhaman, W.B. , Pin - 713340.
Email: registrar@knu.ac.in
Website: www.knu.ac.in
Tender Portal: <http://wbtenders.gov.in> or <http://etender.wb.nic.in>

6. **BID DOCUMENTS:**

6.1 The Bid Documents include:

Documents to be uploaded with the Technical Bid	Documents to be uploaded with the Financial Bid
<ol style="list-style-type: none"> 1. Notice Inviting Tender 2. Scope of Work 3. Conditions of Contract 4. Certificate of Incorporation. 5. Articles of Memorandum of Association or Partnership Deed/Proprietorship Deed. 6. Registration Certificate(s). 7. Certificate in respect of capability and experience in Human Resource Development job including conducting of examination, skill test, interview, preparation of categorywise list as per merit etc. in Government/Semi Government organizations. 8. Current IT Return 9. Experience Certificates 10. Turnover Certificates of the best three years out of the last five financial years the average of which is amounts to minimum Rs. 30,00,000/- (thirty lakhs). 11. Balance-sheet of last 3 years. 12. GST No. 13. Other documents asked for in the tender form 14. Any other document as the bidder may wish to submit in support of the bid. 	<ol style="list-style-type: none"> 1. Price Schedule

6.2 **The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidders risk and shall result in rejection of the bid.**

6.3 A clause-by-clause compliance on the purchaser's Technical qualifications and Financial qualifications demonstrating substantial responsiveness to the Technical Bid is to be made by the bidder. A bid without clause-by-clause compliance of Technical qualifications and Financial qualifications shall not be usually considered. In case of deviations a statement of deviations and exceptions to the provision of the Technical qualifications shall be given by the bidder in Technical Bid. The Registrar, KNU will be the competent authority to accept or reject such deviations. Such decisions will be taken by the Competent Authority keeping in view the materiality of such deviations. There will be a committee having technical and finance members to assist the Registrar to consider such deviations. Once decided such decisions will be binding on all the bidders.

7. CLARIFICATION OF BID DOCUMENTS:

A prospective bidder, requiring a clarification of the Bid Documents shall notify the purchaser in writing to the purchaser's mailing address indicated in the invitation for Bid as per the Schedule of Tender. *No such clarification will be entertained after the time mentioned in the Schedule of Tender.* The purchaser shall respond to any request for clarification of the Bid Documents in the Pre-Bid Meeting as mentioned in the Schedule of Tender.

8. PERFORMANCE SECURITY:

8.1 The successful bidder shall deposit a performance security amounting to 10% of tender value within 10days of the receiving of the Work Order. The bidders who are registered with National Small Scale Industries Corporation (NSIC) under Single point Registration Scheme may be exempted from performance security. A proof regarding current registration with NSIC for the Tendered Item will have to be attached along with the bid.

8.2 The performance security is required to protect the purchaser against the risk of bidders conduct, which would warrant the security's forfeiture, pursuant to Para 8.6

8.3 The performance security shall be in the form of a crossed Demand Draft or bank guarantee from a Scheduled Bank in favour of "KAZI NAZRUL UNIVERSITY". Payment in any other form is not acceptable.

8.4 The performance security amount in full or part may be forfeited in the following cases:

- a) When the terms and conditions of contract is breached.
- b) When the bidder fails to provide the service under consideration satisfactorily.
- c) When contract is being terminated due to non-performance of the bidder.
- d) If the bidder withdraws his bid during the period of bid validity specified by the purchaser in the Bid document.

8.5 Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the Purchaser in this regard shall be final.

8.6 The performance Security Bond will be discharged by the purchaser after completion of the performance obligations including Warranty obligations of the Agency under the Contract.

9. PERIOD OF VALIDITY OF BIDS:

9.1 Bid shall remain valid for 180 days after the date of opening of financial bid mentioned by the purchaser. *A bid valid for a shorter period shall be rejected by the purchaser as non-responsive.*

9.2 In exceptional circumstances, the purchaser may request the bidder's consent for an extension of the period of bid validity. The request and the responses thereto shall be made in writing. The performance security provided under clause 8 shall also be suitably extended. A Bidder's acceptance of the request for extension shall not be entitled the bidder to modify his bid.

10. FORMAT AND SIGNING OF BID:

10.1 The bidder shall prepare the bid separately for Technical bid and Financial bid.

10.2 The Technical bid shall be typed or printed and signed by the bidder or a person/ person duly authorized to bind the bidder to the contract. The letter of authorization shall be indicated by written power-of attorney accompanying the bid. All pages of the original bid, except for unamended printed literature shall be signed by the person / persons signing the bid. The financial bids submitted should be digitally signed properly.

10.3 The bid shall contain no inter-lineation, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person/persons signing the bid.

**INFORMATION TO BE GIVEN BY THE BIDDER
(In official Letter Head)**

1. Name of the Bidder Firm/Company/Agency :

2. Address including email address :

- :
- Telephone
- No Office
- Mobile
- FAX
3. Registration particulars of the Firm/Company/Agency viz. Proprietary, Partnership, Private Limited, Public Limited etc. (attach photocopy of the Certificate of Incorporation) :

4. Name of Proprietor/Partner/Director signing the tender document. :

5. Name/Designation/Address of the Authorized Signatory holding the Power of Attorney (if any) :

6. Income Tax Return Particulars Permanent Account Number (PAN) :

7. GST No. :

8. Details of Experience :

Certified that the information given above is true and if any information is found to be false or misleading the tender /contract may be cancelled.

Name:

Signature with date:
(Capacity in which signed)

11. WITHDRAWAL OF BIDS:

11.1 The bidder may withdraw his bid after submission provided that the written notice of withdrawal is received by the purchaser prior to the deadline prescribed for submission of bids.

11.2 No bid shall be modified subsequent to the deadline for submission of bids.

12. CLARIFICATION OF BIDS:

To assist in the examination, evaluation and comparison of bids the purchaser may, at its discretion ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. However, no post-bid clarification at the initiative of the bidder, shall be entertained.

13. PRELIMINARY EVALUATION (TECHNICAL BIDS):

13.1 Tender will be evaluated in two phases. First, technical bid evaluation will be done. Financial bid of those bidders will be opened who qualify in the technical bid evaluation. Those who qualify in the technical bid evaluation may have to give power point presentation before the technical evaluation committee explaining the details of the modus operandi they would like to adopt for executing the work.

13.2 A bid determined as substantially non-responsive will be rejected by the purchaser and shall not, subsequent to the bid opening, be made responsive by the bidder by correction of the non-conformity.

13.3 The purchaser may waive any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

14. CONTACTING THE PURCHASER:

14.1 Subject to clause 13, no bidder shall try to influence the purchaser on any matter relating to its Bid, from the time of the bid opening till the time the contract is awarded.

14.2 Any effort by a bidder to influence the purchaser in the purchaser's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

15. PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

The purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the purchaser's action.

16. ISSUE OF ADVANCE SUPPLY ORDER OR LOI:

The issue of an Advance Supply Order or LOI (Letter of Intent) shall constitute the intention of Purchaser to enter into the contract with the bidder.

The bidder shall, within 15 days of issue of an advance purchase order, give his acceptance along with performance security in conformity with clause 8 provided with the bid documents.

17. SIGNING OF CONTRACT:

The work will be issued to the successful bidder's furnishing of performance security pursuant to clause 8 and signing of the Service Level Agreement (SLA).

18. ANNULMENT OF AWARD:

Failure of the successful bidder to comply with the requirement of Clause 16 shall constitute sufficient ground for the annulment of the award in which event the purchaser may make the award to any other bidder at the discretion of Purchaser or call for new bids.

SECTION-II
SCOPE OF WORK (SOW)

Sl.	Description of the work
i	Scrutinization of all applications and listing of candidates eligible to appears in the written test strictly on the basis of the advertisement published (Annexure-I)
ii	Check List to be prepared showing specific reasons for rejection of an application if any.
iii	Preparation of a complete database of all eligible candidates mentioning their category, caste e.g. SC/ST/OBC/Physically Disabled/Ex-Servicemen etc.
iv	Preparation of a Final List of eligible candidates on the basis of the said test in consultation with the KNU.
v	The Agency should advise KNU regarding methodology of screening process of recruitment and finalize the same in consultation with KNU.
vi	To conduct Written, Skill Test (for certain categories) in Kolkata, without any influence, partiality or favouratism whatsoever. For Typewriting Test, candidates may have the option to do their typewriting in English or Hindi or Bengali. Therefore, adequate computers having typing facilities in English, Hindi and Bengali should be arranged.
vii	To evaluate answer papers, to prepare a computerized statement showing marks obtained by them and to prepare a Rank-wise list.
viii	All the documents prepared the by the Agency along with the Applications of the Candidates are to be returned to KNU immediately after completion of the screening process for recruitment, and no such document shall be retained by the agency.
ix	The entire process should be completed within 30 days from the date of issue of engagement offer.

SECTION III

CONDITIONS OF CONTRACT (CC)

1. APPLICATION:

The Conditions of Contract shall apply in the contract made by the purchaser for the procurement of Services.

2. STANDARDS:

The services supplied under this contract shall conform to the standards prescribed in the Technical Specifications.

3. INSPECTION AND TESTS:

3.1 The purchaser or his representative shall have the right to inspect and test the quality of services (including examination venues) as per prescribed test schedules for their conformity to the specifications. Where the purchaser decides to conduct such tests in the premises of the supplier or its subcontractor(s), all reasonable facilities and assistance shall be furnished to the inspectors at no charge to the purchaser.

3.2 Should any inspected or tested services fail to conform to the specifications, the purchaser may reject them and the supplier shall either replace the rejected services or make all alterations necessary to meet specification requirements free of cost to the purchaser.

4. DELIVERY:

Delivery of the services and documents shall be made by the Supplier in accordance with the terms specified by the purchaser in its schedule of requirements.

5. WARRANTY:

5.1 The contractor shall warrant that the services to be provided shall exclusively be free from all disputes and workmanship shall be of the highest grade and consistent with the established and generally accepted standards of the type ordered and shall perform in full conformity with the specifications of the job described hereinbefore. The contractor shall be responsible for any dispute whatsoever that may develop under the conditions provided by the contractor and, arising from faulty decision, plan, and shall solve such disputes at his own cost when called upon to do so by the purchaser who shall state in writing in what respect the services are faulty.

6. PAYMENT TERMS:

Payment of the cost of service as mentioned in the Price Schedule will be effected immediately after completion of the job, and after completion of any other obligation arising out of the tender subject to relevant certificate from the Purchaser on the bills.

7. SUBCONTRACTS:

The Agency shall notify the purchaser in writing of all subcontracts awarded if not already specified in his bid. Such notification in his original bid or later shall not relieve the Agency from any liability or obligation under the Contract.

8. TIME PERIOD OF WORK: 1 (One month) from the date of issue of work order.

9. DELAYS, LIQUIDATED DAMAGES:

Any damage occurred due to delay in Delivery, Installation, Testing and Commissioning period / completion of the job shall be recovered from the value of Contract. However, the recovery will not be made if the delay is on account of hindrances beyond the control of the bidder.

10. FORCE MAJEURE:

If any time, during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Herein after referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by any reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the

other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the purchaser as to whether the delivery have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

11. TERMINATION FOR DEFAULT:

- 11.1 The purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part:
- (a) If the Agency fails to deliver any or all of the services within the time period(s) specified in the Contract or extension thereof granted by the purchaser, if any.
 - (b) If the Agency fails to perform any other obligation(s) under Contract: and
 - (c) If the Agency, in either of the above circumstance (s) does not remedy his failure within a period of 30 days (or such longer period as purchaser may authorize in writing) after receipt of the default notice from the purchaser.

13. TERMINATION FOR INSOLVENCY:

The purchaser may at any time terminate the contract by giving written notice to the Agency, without compensation to supplier, if the supplier becomes bankrupt or otherwise insolvent as declared by the competent court provide that such termination will not prejudice or affect any right or action or remedy which has accrued thereafter to the purchaser.

14. ARBITRATION:

14.1 In the event of any question, dispute or difference arising under this agreement or in connection there-with except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of the Registrar, Kazi Nazrul University, Asansol . The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996. There will be no objection to any such appointment that the arbitrator is a KNU Employee or that he was to deal with the matter to which the agreement relates or that in the course of his duties as a KNU Employee he has expressed views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reasons whatsoever such the Registrar, Kazi Nazrul University or the said officer shall appoint another person to act as arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.

14.2 The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award. Subject to aforesaid Arbitration and Conciliation Act 1996 and the Rules made there- under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

14.3 The venue of the arbitrator proceeding shall be the office of the Registrar, Kazi Nazrul University, Asansol or such proceeding places as the arbitrator may decide.

15. SET OFF:

Any sum of money due and payable to the contractor (including performance security deposit refundable to him) under this contract may be appropriated by the purchaser/KNU or any other person or persons contracting through KNU and set off the same against any claim of the purchaser or KNU or such other person or persons for payment of a sum of money arising out of this contract made by the Contractor with Purchaser or KNU or such other person or persons contracting through KNU.

16. SELECTION PROCESS

16.1 Procedure for ranking:

- A bidder should secure 60% score out of 100 in technical bid in order to be a qualified bidder for being eligible for getting financial bids opened.
- The total score will be calculated by allocating 70% weightage of the Technical bid and 30% weightage of the Financial bid.
- The Financial Bid offering the lowest cost will be awarded the highest score out of 100 and the financial bid with the highest cost will be awarded the lowest score. The other bids will be awarded score in between these two in an inversely proportionate manner with respect to the offered costs.
- The bid with the highest score after combining the score of the technical bids and financial bid will be chosen as the agency to whom the work order will be offered.

TECHNICAL BID SCORE

S. No	Evaluation Type	Max Score	Criteria of Scoring
1	Average Annual Turnover ('x')	15	'x' <=30 Lakh : 0 30 lakh < 'x' <=40 Lakh : 9 40 lakh < 'x' <=50 Lakh : 12 50 Lakh < 'x' : 15
2	Number of clients of Educational Institute/University/ Government Sector/PSU/ Private sector ('x') in the last 3 years	15	'x' <= : 0 4 < 'x' <=6 : 9 6 < 'x' <= 8 : 12 8 < 'x' : 15
3	Number of years of work experience in relevant activities ('x')	15	'x' <=3 : 0 3 < 'x' <=6 : 9 6 < 'x' <=8 : 12 8 < 'x' : 15
4	Number of Tests ('x') taken in last 3 years	15	'x' <=3 : 0 3 < 'x' <=6 : 9 6 < 'x' <=8 : 10 8 > 'x' : 15
5	Number of Terminal ('x') [i.e. Computer with Internet and print facility]	20	'x' <= 200 : 0 200 < 'x' <=300 : 12 300 < 'x' <=400 : 15 400 < 'x' : 20
6	Number of Candidates Examined ('x')[Written Test and Skill Test]	20	'x' <= 1000 : 0 1000 < 'x' <=2000 : 12 2000 < 'x' <=3000 : 15 3000 < 'x' : 20

Sd/-
Registrar (Addl. Charge)

(Annexure – I)

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/-).
- a. Essential :
 - i. Class VIII Passed
 - b. Desirable:
 - i. Can Read/write English.
 - ii. 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/-).
- a. Essential :
 - i. Class VIII Passed
 - b. Desirable :
 - i. Can Read/write English.
 - ii. Minimum one year experience in academic institution like University or in an Institute of Higher Learning.

GENERAL CONDITIONS

1. 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.**
2. Already employed applicants should apply through proper channel.
3. 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.
4. 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.
5. All the incumbents to be appointed on final selection to these posts are liable to be transferred.
6. 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