



UNIVERSITY OF CALCUTTA

Senate House, 87/1, College Street, Kolkata- 700 073

Adv. No. Est./1993/39A

Dated : 21 -05-2018

Applications are invited for filling up the following vacant posts of whole-time Officers in the Scale of Pay as stated below with admissible allowances.

Sl. No.	Post	No of post	Reservation Status	Pay Band Scale	Essential Qualification / Experience	Desirable Qualification
1.	Deputy Registrar	01	OBC-A	Rs. 15,600-39100/- with a Grade Pay of Rs. 8000/-	<p>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.</p> <p>ii. At least 10 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 a University or in an Institute of Post</p>	<p>i. A Doctorate Degree or published papers of high standard.</p> <p style="text-align: center;">OR</p> <p>ii. Experience of at least 10 years' in a fairly senior position in any academic institutions like a College or a University or a research organisation.</p>

					<p>Graduate Study.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishments and other institutions of higher learning.</p> <p style="text-align: center;">OR</p> <p>10 (ten) years' administrative experience, of which 5 years shall be as Assistant Registrar or equivalent post.</p> <p>iii) Age: Not below 35 years. Relaxable in case of exceptionally qualified candidates.</p>	
2.	Curator	01	UR	Rs. 15,600-39,100/- with a Grade Pay of Rs. 8000/-	<p>i. Uniformly good academic record with a Master's Degree in History or in Ancient Indian History with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed and a Post Graduate Degree or Diploma in Museology.</p> <p>ii. At least 7 years' experience in an administrative position in a reputed museum.</p> <p>iii. Age: Not below 35 years. Relaxable in case of exceptionally qualified candidates</p>	

3.	Audit & Finance Officer	01	UR	Rs. 15,600-39,100/- with a Grade Pay Rs.6,000/-	<p>i. Uniformly good academic record with a Master's Degree in Commerce/ Finance with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.</p> <p>ii. 5 (five) years of working experience in Supervision, Control, Planning and Management of Accounts and Audit, preparation of budget in Government, Quasi-Government or University or Commercial Establishment.</p> <p>iii. Age: Not below 30 years. Relaxable in case of exceptionally qualified candidates.</p>	i. Chartered Accountant or Cost Accountant or Business Management Degree.
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Candidates already in employment should apply through proper channel.

Applications (7 copies with signed synopsis 7 copies) in prescribed form obtainable from the University Sales Counter at College Street Campus, Kolkata - 700 073 (on University working days from 10.30 a.m. to 3 p.m.) on payment of Rs. 200/- in cash (for unreserved candidates) and Rs. 80/- for OBC-'A' & OBC-'B' and persons with disabilities [subject to submission of relevant documents issued by the Competent Authority]. No fees shall be charged for SC and ST candidates (subject to submission of appropriate caste certificate issued by the Competent Authority under Govt. of West Bengal). Caste certificates (SC/ST/OBC-A & OBC-B) issued by the authorities of other states shall not be acceptable in the state of West Bengal. Candidates belonging to OBC-A & OBC-B categories must submit a re-validated certificate (non-creamy layer) issued by the competent authority as prescribed under the Act for confirmation of their non-creamy layer status. Relaxation of upper age limit and percentage of marks in academic qualifications will be provided as per existing rules.

Completely filled in applications must reach the office of the Hon'ble Vice-Chancellor, Senate House, 87/1, College Street, Kolkata- 700 073 by 06/06/2018 (within 5.00 p.m.).

The **Envelope containing Application should bear the Advertisement No. and the name of the Post.**

Applications in the prescribed proforma may also be downloaded from the University Website at "www.caluniv.ac.in" and such applications (7 copies with signed synopsis 7 copies) duly filled in and attached with a Demand Draft/Cheque amounting to Rs 200/- (for unreserved candidates) and Rs 80/- for OBC-'A' & OBC-'B' and persons with disabilities [subject to submission of relevant certificates] drawn in favour of the '**University of Calcutta**' must reach the office of the Hon'ble Vice-Chancellor, Senate House, 87/1, College Street, Kolkata- 700 073 by 06/06/2018 (within 5.00 p.m.).

Sd/-

Deputy Registrar

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