



The Sanskrit College and University

[Established by the Act No. XXXIII of 2015; Vide WB Govt. Notification No 187-L, Dated- 19.02.2016]

Advertisement No. Reg/SCU/Advt./2018/01

Dt: 14.06.2018

EMPLOYMENT NOTICE

Applications are invited from eligible candidates for appointment to the following vacancies on the prescribed APPLICATION FORM to be downloaded from this website.

Name of Post	ASSISTANT REGISTRAR
Number of Post	01 (one) [UNRESERVED]
Scale of Pay	Rs. 15,600 – 39,100/- + AGP 6,000/-
Age limit for direct recruitment	30 years
Educational and other qualification required for direct recruitment	<p>Essential</p> <ul style="list-style-type: none"> • Uniformly good academic record with a Post Graduate Degree with minimum 55% marks or its equivalent grade. • At least 10 (ten) years' of experience in a supervisory capacity in a University or a Research Organisation or a Government/ Quasi government organization. • Atleast 5 years of administrative experience. • Age not below 30 years. This criteria may be relaxed in case of exceptionally qualified candidates. <p>Desirable</p> <ul style="list-style-type: none"> • Proficiency in speaking and writing English • A degree in Business Management (Specialisation in Human Resource).

Name of Post	ASSISTANT CONTROLLER OF EXAMINATION
Number of Post	01 (one) [UNRESERVED]
Scale of Pay	Rs. 15,600 – 39,100/- + AGP 6,000/-
Age limit for direct recruitment	30 years
Educational and other qualification required for direct recruitment	<p>Essential</p> <ul style="list-style-type: none"> • Uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point of scale. • At least 5 years of administrative experience.

	<ul style="list-style-type: none"> • Age not below 30 years .This criteria may be relaxed in case of exceptionally qualified candidates <p>Desirable</p> <ul style="list-style-type: none"> • A degree in Business Management (Specialisation Human Resource) • Proficiency in speaking and writing English
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Name of Post	ACCOUNTS OFFICER
Number of Post	01 (one) [UNRESERVED]
Scale of Pay	Rs. 15,600 – 39,100/- + AGP 6,000/-
Age limit for direct recruitment	35 years
Educational and other qualification required for direct recruitment	<p>Essential</p> <ul style="list-style-type: none"> • Uniformly good academic record with a Master’s Degree in Commerce / Finance with minimum 55% marks or its equivalent grade in the point of scale wherever a grading system is followed. • 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>Desirable</p> <ul style="list-style-type: none"> • Chartered Accountant(or Cost Accountant or Business Management. (minimum Inter).

Name of Post	SECRETARY TO THE VICE-CHANCELLOR
Number of Post	01 (one) [UNRESERVED]
Scale of Pay	Rs. 9,000 – 28,300/- + GP 4,800/-
Age limit for direct recruitment	30 years
Educational and other qualification required for direct recruitment	<p>Essential</p> <ul style="list-style-type: none"> • Graduate Degree with minimum 55% marks or its equivalent grade. • At least 5 (five) years’ of experience in a supervisory or teaching capacity in a University or Institute or a Government/Quasi government organization. • At least 5 years of administrative experience. • Age not below 30 years. This criteria maybe relaxed in case of exceptionally qualified candidates. <p>Desirable</p> <ul style="list-style-type: none"> • Proficient in speaking and writing English

Name of Post	CASHIER
Number of Post	01 (one) [UNRESERVED]
Scale of Pay	Rs. 9,000 – 28,300/- + GP 4,400/-
Age limit for direct recruitment	30 years but may be relaxed incase of exceptionally qualified candidate.
Educational and other qualification required for direct recruitment	<p>Essential</p> <ul style="list-style-type: none"> • B.Com Degree with atleast 50% marks or M.Com. • At least 5 (five) years of experience in handling and recording of cash and bank transaction in a Government body or reputed commercial establishment. • Knowledge of operation of computers and financial packages particularly TALLY based accounting software. <p>Desirable</p> <ul style="list-style-type: none"> • Post Graduate Diploma in Financial Management / Accounting • Passing of CA (Inter) or ICWA (Inter).

Name of Post	ACCOUNTANT
Number of Post	01 (one) [UNRESERVED]
Scale of Pay	Rs. 7,200 – 25,400/- + GP 4,100/-
Age limit for direct recruitment	30 years
Educational and other qualification required for direct recruitment	<ul style="list-style-type: none"> • Bachelor's Degree in Commerce with 50% marks or M.Com • Efficiency in Computerized management of accounts, particularly TALLY based accounting, Pay Roll Accounting and Finalization of Annual Accounts. • 6 years of work experience in computerized management of project accounts at State level. • Not below 30 years

Last Date for Submission of Application is July 10, 2018.

Filling up/Submission of Application Form and other related Instruction:

1. Blank application form in 'pdf' format is available at SCU website only: www.sanskritcollegeanduniversity.org.in.
2. **Please pay the application fee in Demand Draft drawn in the name of 'The Sanskrit College and University'. The Application Fee Rs. 500/- for candidates of General Category, Rs. 300/- for OBC and Rs. 200/- for SC/ST.**
3. **Kindly fill up the blank application form and submit it with one original and seven photocopies along with self-attested photocopies of the mark sheets and certificate along with the Demand Draft to the Registrar, The Sanskrit College and University, 1, Bankim Chatterjee Street, Kolkata- 700 073 by Registered Post/Speed Post only.**

*** NOTE:**

- i) Incomplete Application form will not be considered.
- ii) Mere fulfillment of minimum qualification for a post does not guarantee candidate to be called for interview. The University do possess the authority for primary screening based on the documents received from the applicants.
- i) Those who are already in service may submit Advance copy of application but must submit a 'NO OBJECTION CERTIFICATE' from the employer prior to the interview failing which they may not be considered for the interview.
- ii) The University has the full authority to verify the documents submitted by the candidate at the time of appointment or during the tenure of the service. In case of any anomalies, relating to the submission of fake/false or mutilated documents or the candidate has a clandestine antecedent but has suppressed the said information, then the service of the candidate shall be terminated immediately.
- iii) If any unintentional mistake is detected during the process of selection at any stage then the university reserves the right to modify/withdraw/cancel any communication made to the candidate even after issue of appointment letter.
- iv) In case of any dispute that may occur in the process of selection, the decision of the University authority stands final (or shall be final).
- v) Canvassing in any form will be a disqualification.
- vi) The University reserves the right to withdraw any advertised post(s) at any time without giving any reason.

Dr. A. Mukhopadhyay
Registrar



The Sanskrit College and University

1, Bankim Chatterji Street

Kolkata- 700 073

Paste Recent
Passport Size
Photograph
in this box and
sign across

Application Form

Post applied for

Advertisement Reference no. & date

Bank Draft number dated

Name of the Bank with branch For Rs.....

1. Name of the Applicant in full [Use BLOCK Letter]:

2. Address in full:

a) Permanent Address:

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b) Present Address [For Communication]:

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3. Contact Details: Residential Phone No.

Mobile No. Email (if any):

4. Nationality:

5. Aadhaar No.

6. Date of Birth [dd/mm/yy]:

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7. Whether belonged to:

GEN		SC		ST		OBC-A		OBC-B		PWD/PC	
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(Candidates other than General category should enclosed a self-attested copy of their Certificate)

8. Differently abled (Evidence to be submitted):

9. Marital Status [Tick the right box]:

Married		Unmarried	
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10. Gender (Tick the box): MALE / FEMALE / THIRD GENDER / OTHERS

11. a) Candidates Mother tongue:

b) Other languages known:

12. Name of the Spouse, present or former, occupation & Profession & address:

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13. Parent's Nationality:

14. Father's Name, Profession:,

15. Mother's Name, Profession:,

16. Academic details:

Give particulars of all examinations passed and Degrees or Diplomas obtained.

[Enclosed certified copy of the Degrees]:

Board/ University	Examination passed	Year	% of Marks	Class or Division	Subjects taken	Remarks

17. Service details present and previous:

Name & address of the Employer	Date of Joining	Date of leaving	Scale of Pay	Designation held	Reasons for Leaving	Remarks (if any)

18. If higher initial salary is expected then state its reasons:

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19. Name of three referees (other than your relatives) with address and contact number and other service details:

1)

2)

3)

20. Additional Remarks:

a) Mention Special Qualification (if any)

Date.....

(Signature of the candidate)