JADAVPUR UNIVERSITY
KOLKATA – 700 032

Dated – 28.06.2023

DETAILS OF THE EMPLOYMENT NOTIFICATION NO : A2/C/3/2023 dt. 28.06.2023

The University invites applications from Indian Nationals in the prescribed form for the following post:

1. Development Officer : One post(UR)

Qualifications :

1. *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 years' experience in a position involving supervision, control and planning of administration of Collages, Universities / Institutes of Higher Learning or Government or Quasi Government organization.

2. *Desirable* : i) A Doctorate or published work of high standard

   ii) Experience of at least 7 years in University or in Post Graduate Research organization as Assistant Registrar or equivalent post. In that case, records of performance will be examined.

3. *Age :* Not below 35 years. Relaxable in the case of exceptionally qualified candidates.

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

DEADLINE FOR SUBMITTING APPLICATION IS " 21ˢᵗ July, 2023" (payment link closes at 4 p.m.)

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

1. Blank application form in 'pdf' format is available at the JU website : www.jaduniv.edu.in Download the application form for filling up.

2. 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). 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).

3. 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.**

4. Please super scribe the envelop with the name of the post applied for and the Advertisement Number.

5. Those who are already in service should apply through proper channel.

6. Canvassing in any form will disqualify a candidate.

7. 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.

8. *All qualifications, experience will be recognized till the last date of submission of application.*

9. *Please follow JU website for any update / notification time to time regarding above selections.*

10. University will not be liable for any kind of postal delay.

11. Incomplete applications will be rejected without any intimation.

12. Apply separately for more than one post paying fees accordingly.

Registrar