



JADAVPUR UNIVERSITY KOLKATA – 700 032

Dated: 11.07.2023

EMPLOYMENT NOTIFICATION NO : A2 / C /4/ 2023

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

1. **Lady Hostel Superintendent** : One post (Contractual)
(For Women Hostel)

Qualifications

Essential : Graduate in any Stream of any Recognized University.

Desirable : 5 year experience in hostel / mess management along with other curricular activities.

Age : Not above 55 years as on 1st April, 2023. The post is compulsorily residential. Qualification and age may be relaxed in case of exceptional candidates.

Duration : Initially one year may be extended as per requirement and satisfactory performance.

Pay : Rs. 20,000/- (Consolidated) per month.

DEADLINE FOR SUBMITTING APPLICATION IS 31.07.2023 (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. 250/- 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 envelope 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.

Registrar