



UNIVERSITY OF CALCUTTA

Ref. No. R/350/24

Dated: 12.12.2024

**Advertisement for Recruitment of Contractual Staff on Temporary Basis  
for the Office of D.P.O. under Registrar's Department**

The University of Calcutta intends to engage contractual employees on purely temporary basis for administrative works under the office of the D.P.O. (under Registrar's Department) in it's College Street Campus.

Applications are hereby invited for the following two temporary positions on purely contractual basis. The details are given as below.

| Sl. No. | Details                                      | Requirement/Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Contractual Position                         | Office Assistant (Data Entry & Records)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|         | No. of vacancy                               | 1 (UR)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|         | Essential qualification & experience         | <ul style="list-style-type: none"><li>• Graduation with at least 60% marks or equivalent CGPA</li><li>• Minimum experience of 1 year in a Government/Semi-Government organization/Reputed Private Corporation as office assistant/data entry operator</li><li>• Bengali and English language proficiency (reading and writing)</li></ul>                                                                                                                                                                                                                        |
|         | Preferred/Desired qualification & experience | <ul style="list-style-type: none"><li>• B.C.A. or Specialization in computer applications in any degree program or Diploma in computer course from reputed organization at National/State level (DOEACC 'A' Level or equivalent)</li><li>• Minimum 2 years of work experience in a Government/ Semi-Government organization/Reputed Private Corporation as office assistant/data entry operator</li><li>• Experienced in handling office files and documents, keeping records, communicating emails, writing reports, notices and minutes of meetings</li></ul> |
|         | Age Limit                                    | 40 Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|         | Consolidated emoluments per month            | Rs. 20,000/-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 2       | Contractual Position                         | Office Executive (Fellowship Administration)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|         | No. of vacancy                               | 1 (UR)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|         | Essential qualification & experience         | <ul style="list-style-type: none"><li>• Graduation with at least 60% marks or equivalent CGPA</li><li>• Minimum experience of 1 year in a Government/Semi-Government</li></ul>                                                                                                                                                                                                                                                                                                                                                                                  |

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|--|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |                                              | organization/Reputed Private Corporation as office executive <ul style="list-style-type: none"> <li>• Bengali and English language proficiency (reading and writing)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|  | Preferred/Desired qualification & experience | <ul style="list-style-type: none"> <li>• B.C.A. or Specialization in computer applications in any degree program or Diploma in computer course from reputed organization at National/State level (DOEACC 'A' Level or equivalent)</li> <li>• Minimum 2 years of work experience in a Government/ Semi-Government organization/Reputed Private Corporation as office executive</li> <li>• Experienced in front end works dealing with clients and public, communicating emails, scanning documents, searching information using internet, well-versed with MS-OFFICE applications, handling OTP-based access to various portals</li> <li>• Experienced in working from home, when necessary, using online resources.</li> </ul> |
|  | Age Limit                                    | 40 Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|  | Consolidated emoluments per month            | Rs. 20,000/-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

APPLICATION LINK (Google Form): <https://forms.gle/QEWuQpFoMoFXyzmf8>

**Specific Instructions for Applicants:**

1. Applicants should apply through the Google Form link given in this advertisement.
2. The must take a print of the application document (Google Form) after filling in and sign on this print and then scan the signed copy and send it as attachment to the following email I.D. within 15 days from the date of this advertisement:
3. Submission of both the Google Form and the email with a scanned copy of the signed application (Google) Form are mandatory. No hard copies are to be submitted physically.
4. Cut-off for the age will be as of the date of advertisement.
5. The shortlisted candidates will be informed through email for appearing before a selection committee for interview in physical mode. The exact schedule of this interview will be communicated to these candidates in the said email.
6. The candidates appearing before the selection committee for an interview should bring up-to-date bio-data, copies of recent passport-sized coloured photographs and self-attested photocopies of certificates and marksheets in support of age and experience along with the original documents.
7. Applicants are not required to send multiple emails for any further inquiry after submission of their application. Shortlisted candidates are to be contacted by email in time.

**General Terms and Conditions:**

1. The successful applicants will be offered letter of appointment on a contractual basis for an initial period of 11 months only. The contract may be renewed/extended in case of satisfactory performance after this period as per the decision of the University.
2. The advertised positions are meant for temporary engagement only. The University may terminate the contract at any point of time it may deem fit..

3. In case the temporary contractual employee wishes to terminate the contract before it's expiry, he/she is required to give a prior notice (at least one month prior to effective date of resignation) to the reporting officer and hand over all documents, log-in credentials, office equipment before ending such contract.
4. Mere fulfilling the essential qualifications & experiences does not guarantee a call for the interview or a selection, however objectivity will be maintained for short-listing of candidates as far as is practicable. The University of Calcutta reserves the right to consider or reject any application/candidature.
5. Persons already in regular full-time service under any Government department/organization are not eligible to apply.
6. No T.A./D.A. will be paid to attend the interview and applicants have to arrange transport/accommodation for themselves.
7. Submission of wrong or false information during the process of selection will disqualify the candidate at any stage.
8. The decision of the competent authority will be final and binding in the selection of candidates.
9. Ordinarily, the contractual employee is required to work during office hours on office days, however, he/she may have to work on holidays and beyond working hours as and when necessary.
10. Any facilities entitled to the regular staff of the university are not admissible to the contractual employee.
11. Canvassing in any form will be liable for a disqualification at any stage of the selection process.
12. Corrigendum/addendum/further information, if any, in respect to this advertisement, will be published on the university website only. Hence, the candidates are advised to check the website of the University of Calcutta regularly for further updates related to this advertisement.

Registrar

University of Calcutta

Date: 11.12.2024

Place: Kolkata