



THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES
DR. AMBEDKAR BHAVAN, 12 LB Block, Sector III, Salt Lake City,
Kolkata – 700106, West Bengal, India

Adv. 2023/01/Admin

Date 23.08.2023

University invites applications for the following Administration positions as indicated below. The prescribed qualifications and application form along with details advertisement can be downloaded from the University website www.nujs.edu. The complete application forms along with the application fee receipt Rs. 2000/- (Rs. 1500/- for SC/ST/PWD) for other posts addressed to the Registrar, should be sent or may be submitted in person at The West Bengal National University Juridical Sciences, Dr. Ambedkar Bhavan, 12 LB Block, Sector III, Salt Lake, Kolkata 700106 latest by **5 p.m. on 15.09.2023**. The University is not responsible for any postal delay. **Separate application is required for each post along with the prescribed application fee.** The application fee is non -refundable. The reserved categories be filled up as per notification of Govt. of West Bengal.

Sl. No.	Name of the Post	No. of Vacancy	Educational Qualification	Essential Experience*	Maximum Age	Pay
1	Administrative Officer	1UR	i. Essential: Bachelor degree with 55% marks or equivalent CGPA ii. Desirable: a. Master Degree b. Specialization in Human Resource Management / Personnel Administration	Having Ten years working experience in the general administration and establishment in the Central Government / State Government/ University/ Autonomous Bodies/ Educational Institutions. Preference will be given to those who have experience in dealing with Service books, Leave Rules and Retirement benefits in Central Govt/ State Govt/ Autonomous Bodies/ Educational Institutions.	45 years	Pay Level: 10 as per 7 th CPC



2	Purchase Officer	1UR	<p>i. Essential: Bachelor degree with 55% marks or equivalent CGPA</p> <p>ii. Desirable: a. Master Degree in Commerce</p>	Having Ten years working experience in the Central Government / State Government/ University/ Autonomous Bodies / Educational Institutions. Preference will be given to the candidates having Knowledge on Government procurement rules, GeM/ online procurement and Tally software knowledge for Fixed Assets maintenance etc.,	45 years	Pay Level: 10 as per 7 th CPC
3	Assistant Manager	1UR	<p>Essential: Bachelor degree with 55% marks or equivalent CGPA</p> <p>Desirable: Master Degree in Commerce or MBA</p>	Having minimum 3 years general administrative experience	45 years	Pay Level-5 as per 7 th CPC
4	Multi-Tasking Staffs (MTS)	5 (3 UR, 1 SC, 1 ST)	<p>Essential: The candidates must have passed Matriculation Examination or equivalent from a recognized Board.</p> <p>Preference will be given to those candidates having Driving skill, Air-conditioner repairing etc.</p>		45 years	Pay Level 1 as per 7 th CPC




Notes: (1) University reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant. (2) University reserves the right to consider candidates of outstanding merit who may not have applied. (3) Relaxation of any of the qualifications may be made in exceptional cases on the recommendation of the selection committee. (4) Separate application is required for each post. (5) Special provisions in favour of SC/ST and PWD will apply as per norms. (6) All the administrative positions (Except **Asst. Manager-On contract basis**) are on permanent basis subject to confirmation of probation on completion of one year of satisfactory service (8) DA, HRA and TA at Central Govt. rates. (9) Persons in Govt. employment should route their application through proper channel. In case the applicant is unable to submit the NOC at the time of application, it is mandatory to submit the same at the time of interview (10) No TA/DA for attending the interview would be provided. (11) The selection Committee reserves the right to relax the qualification if the candidate is otherwise suitable for the post. (12) During contractual service beside salary the candidates will be entitled of provident fund and medical facilities available for other staff of the University.

Link for application fee payment <https://www.onlinesbi.com/sbicollect/icollecthome.htm>



Registrar



Raja Chakraborty
Registrar
The West Bengal National
University of Juridical Sciences
Kolkata - 700106



(To be filled in by the office)
 Application No.
 SBI collect Receipt : Yes/No
 Signature of Dealing Assistant

THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES
 AMBEDKAR BHAVAN, 12 L.B. BLOCK, SECTOR-III,
 SALT LAKE CITY KOLKATA -700 0106

Application for the Administrative post

(To be filled by the applicant)
 Details of Applications Fee
 Amount Rs.
 SBI Collect Ref No

 dated

**Affix recent
 passport size photo
 with Signature**

1. Post applied for:.....
2. Name of the Candidate(In block letters):
3. Date of Birth :
4. Father's Name/ Husband's Name:
5. Place of Birth :.....
6. Do you belong to Schedule Caste/Scheduled Tribe/OBC-A/ OBC- B/Physically Handicapped differently able person? If yes. Please Attach Certificate.....
7. Sex: Male / Female
8. Marital status: Married/ Unmarried
9. Nationality:
10. Address for correspondence (with PIN code):.....

 Telephone No. (with STD code):.....Mobile No:.....
 E-Mail:.....
11. Permanent Address (with PIN code):.....

 Telephone No. (with STD code):..... Mobile No:.....
 E-Mail:.....

12. Academic Qualification: (Matriculation onwards)

Examination Passed	Degree	Board/ University	Year of Passing	% of Marks	Division/ Grade	Subject
Secondary						
Intermediate/ Higher Secondary						
Graduation						

Graduation						
Post-Graduation						
Other Qualifications						
Diploma Course						

14. (a) **Appointments held (Work Experience in descending order from the most recent post held):**

Posts held, Pay Scale & Basic Pay	Name of Employer/ Institution	Period		Whether contractual/ temporary/ permanent	Total Emoluments drawn	Reason for Leaving
		From	To			

14.(b) Post held, if any, at the time of sending the application and date of application and date of appointment (mention whether permanent, on probation or temporary)

(c) Name of the Employer, at the time of sending the application

(d) Present Basic Pay and allowance (State Separately)

Scale:	Rs.	Allowances :	Rs.
Pay in Pay Band		1. Dearness Allowance	
Grade Pay		2. House Rent Allowance	
Basic Pay		3. Transport Allowance	
		4. Any other Allowance	

(e) Date of next increment

(f) Age of retirement in present post :

(g) Minimum basic pay acceptable Rs per month.

(h) Whether the candidate is receiving any pension benefits? If so, the amount of pension and pension equivalent of Gratuity must be indicated

(i) Whether the candidate would be entitled to any pension benefits on his premature retirement from his present post, if selected for appointment in the University, and if so, the amount of pension and the pension benefits may be indicated.

b. IT Awareness Level

c. Details of Extra Curricular Activities, if any

e. How much time will be required?
to join the new assignment if
appointed

19. Name of post with particulars for which the applicant may have applied and which have not yet been disposed off (particulars of any subsequent application should also be intimated in writing)

20. Details of requisite SBI Collect:

Ref No.:

Dated:

Deposit Bank/Online :.....

DECLARATION:

CERTIFIED that -

- a. The information given herein above is complete and correct.
- b. No disciplinary proceeding is pending or contemplated against me.
- c. I have never been dismissed from service nor debarred from holding any future appointment nor convicted for any offence. No Criminal case is pending against me.
- d. In case of concealment/suppression of fact(s), which may be detected at any stage in future, my candidature is liable to be cancelled/terminated, as the case may be, without notice.

I declare that the statements made in this application are true to the best of my knowledge and belief.

Date:.....

(Signature of Applicant)

ENDORSEMENT BY THE PRESENT EMPLOYER (IF APPLICABLE)

Name of the Forwarding Authority

(Signature of the Forwarding Authority with seal)

Date:.....

21. IMPORTANT: List of Enclosures (please indicate total No. of enclosures):

The Testimonials/Certificates attached by the applicant should be arranged strictly in the Following order:

1. Application form along with SBI collect receipt.
2. Educational Certificates along with mark sheets & previous work experience certificate/s from the employer/s.
5. Birth Certificate
6. Filled-in form application form

Important instructions to the candidates

1. Photo-copies of the certificates, mark-sheets, testimonials etc. should be attached with the application (self-attested) and the originals must be produced at the time of interview and at the time of joining, if selected.
2. Except where otherwise indicated, applicants appearing for the interview shall do so at their own expense.
3. Applicants who are in employment should route their application through proper channel.
4. University reserves the right to consider candidates of outstanding merit who may not have applied for the post.
5. Relaxation of any qualification may be made in exceptional cases on the recommendations of the Selection Committee.
6. Applications received without application fee shall not be entertained and is liable to be rejected.
7. Eligibility of a candidate and satisfaction of any short-listing criteria shall be considered as on the last date of the receipt for application.
8. Applications fees once paid shall not be refunded under any circumstances.
9. Mere eligibility will not entitle any candidate for being called for interview.
10. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
11. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidates.
12. The University reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates.
13. Candidates are advised to satisfy themselves before applying they possess at least the minimum essential qualifications laid down for each post, in this advertisement, on or before the last date of the receipt for application.
14. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
15. Canvassing in any form will be disqualification.
16. Application along with the relevant enclosures should reach the Registrar, The West Bengal National University of Juridical Sciences, Ambedkar Bhavan, 12 L.B. Block Sector –III, Salt Lake City, Kolkata – 700 106 latest by **5 p.m. on 15/9/2023** .

Registrar