

Employment Notification No. WBSU/Reg/Est/1/NTCS/2013 Dated 22/11/2013. Applications are invited from Indian Citizens for appointment to 35 non-teaching posts in different categories in West Bengal State University. For details, visit our website: www.wbsubregistration.org . Last Date for submission of forms is 15th December 2013.

Sd/
Registrar
West Bengal State University
Barasat, Kolkata – 700 126

Category of Posts:

[UR-unreserved, SC-scheduled caste, ST-scheduled tribe, OBC-other backward class]

1. P.A. to Vice Chancellor

No. of posts : 1 Post (UR)
Education Qualification Graduate in any discipline with basic knowledge of Computer Application and Shorthand (speed 100 w.p.m)
Age Maximum age limit 40 years. Relaxation of age for SC/ST 5 years and OBC-A & OBC-B 3 years.
Pay Band Rs. 9,000 – Rs. 28,300/- + GP Rs. 4,400/-

2. Senior Assistant

No. of posts : 2 Posts (1 UR & 1 SC)
Education Qualification Bachelor Degree with 3 years experience in the capacity of Junior Assistant in any State Aided University or College. Proficiency in Computer Application will be preferred.
Age Maximum age limit 40 years. Relaxation of age for SC/ST 5 years and OBC-A & OBC-B 3 years.
Pay Band Rs. 7,200 – Rs. 25,400/- + GP Rs. 4,100/-

3. Technical Assistant (Computer Grade – II)

No. of posts : 2 Posts (1 UR & 1 SC)
Education Qualification B.Sc / BCA from any recognized University
Age Maximum age limit 40 years. Relaxation of age for SC/ST 5 years and OBC-A & OBC-B 3 years.
Pay Band Rs. 7,200 – Rs. 25,400/- + GP Rs. 3,900/-

4. Junior Assistant

No. of posts : 12 Posts (5 UR, 3 SC, 1 ST, 1 OBC – A, 1 OBC – B & 1 PH)
Education Qualification H.S or its equivalent with proficiency in Computer Application.
Age Maximum age limit 40 years. Relaxation of age for SC/ST 5 years and OBC-A & OBC-B 3 years.
Pay Band Rs. 7200 – Rs. 25,400/- + GP Rs. 3300/-

5. Group-D

No. of posts : 18 Posts (8 UR, 5 SC, 1 ST, 2 OBC – A, 1 OBC – B & 1 PH)
Education Qualification Class VIII pass
Age Maximum age limit 40 years. Relaxation of age for SC/ST 5 years and OBC-A & OBC-B 3 years.
Pay Band Rs. 5,400 – Rs. 18,600/- + GP Rs. 1800/-

General Information / Conditions:

1. One person can apply for one post only.
2. Forms are to be submitted through online basis. Candidates are requested to follow the guidelines that will be mentioned at the time of submission of forms through online. **The last date for submission of forms through online is 23.59 hrs of 15th December 2013.**
3. Processing and exam fees for category of post (1) to (4) is Rs. 400/- (Rs. 200/- for SC/ST) and for category (5) Rs. 300/- (Rs. 150/- for SC/ST) *plus bank charges of Rs.20*. Fees are to be submitted as per guidelines that will be mentioned in the online form.
4. Selection will be made on the basis of performance of Written Test and Interview for the category of Posts from (1) to (5) depending on the no. of applicants. Candidates called for written Test and or Interview shall not be paid any T.A./D.A.
5. Written Test for posts (1) to (5) will be *both* in MCQ pattern and descriptive types.
6. For posts (1) to (4), MCQ will be set on General Awareness, Current Affairs, Basic Arithmetic and Basic English.
7. In case of post (5), MCQ will be set on General Knowledge and Basic Arithmetic of not higher than Class VIII standard.
8. A candidate who has been allowed to appear in written examination does not mean that he or she will be called for interview. The University reserves the right to call a candidate for interview. A cut-off mark will be fixed in written examinations and fixing of this cut-off mark is at the discretion of the University.
9. Date, time and venue of the written examination and interview will be notified in the University Website in due course.
10. Age will be counted as on 01.01.2013.
11. Minimum age for applicant should be 18 years as on 01.01.2013.
12. For *only* in-service non-teaching employees of West Bengal State University a relaxation of age by 5 (five) years, beyond the general age limit as mentioned above, has been allowed (vide Higher Education Department, Government of West Bengal, letter no 922-EH/1U-64/08 dated 12th September 2013)

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