

# ST. XAVIER'S UNIVERSITY, KOLKATA

## RECRUITMENT OF OFFICER AND STAFF

Employment Notification No.: 01 (03/2024/NON-TEACHING) Dated: 22.03.2024.

**Last date of online application: 06.04.2024, 5 PM**

**Last date for receipt of printout of the application along with all supporting documents: 09.04.2024, 5 PM**

### OFFICER

DESIGNATION	ELIGIBILITY	SKILLS & DESIRABLES	PAY STRUCTURE**
Training and Placement Officer	<p><b>Education:</b> Master's degree in Business Administration (M.B.A) / PGDM or PGDBM*</p> <p><b>Experience:</b> Minimum Ten (10) Years of Experience in the relevant field preferably in Educational Sector as Training and Placement Officer/ Placement Officer/ Joint or Deputy or Assistant Placement Officer</p> <p>* 2-year PGDM or PGDBM must be from a AICTE approved Institute.</p> <p><b>Compulsory Requirement:</b> Two Written testimonials as the professional references (to be submitted along with the hardcopy of the application form).</p>	<ul style="list-style-type: none"> <li>• Expertise in Industry collaboration &amp; networking and career building.</li> <li>• Ability to contact the organisations and exploring the opportunities for placement and internship tie-ups.</li> <li>• Ability to organise training programmes and career counselling.</li> <li>• Strong verbal and written communication skills in English.</li> <li>• Strong Interpersonal skills; should demonstrate patience &amp; perseverance.</li> <li>• Should possess good rapport with HR Fraternity / Corporates / Chambers etc.</li> </ul>	<p>₹1,20,000 (Consolidated)**</p>
Deputy Placement Officer	<p><b>Education:</b> Master's degree in Business Administration (M.B.A) / PGDM or PGDBM* OR Master Degree in Law OR LL.B. #</p> <p><b>Experience:</b> Minimum Three (03) Years of Experience of recruitment preferably in Law Firms or Educational Sector as Training and Placement Officer/ Placement Officer/ Joint or Deputy or Assistant Placement Officer.</p> <p>* 2-year PGDM or PGDBM must be from a AICTE approved Institute. # A person with LL.B. and minimum 5 years of experience in the relevant position will also be eligible.</p> <p><b>Compulsory Requirement:</b> Two Written testimonials as the professional references (to be submitted along with the hardcopy of the application form).</p>	<ul style="list-style-type: none"> <li>• Strong verbal and written communication skills in English.</li> <li>• Strong Interpersonal skills; should demonstrate patience &amp; perseverance.</li> <li>• Should possess good rapport with HR Fraternity / Corporates / Chambers etc.</li> <li>• Ability to co-ordinate internship and placement activities.</li> </ul>	<p>₹60,000 (Consolidated)**</p>
Accounts Officer	<p><b>Education:</b> B.Com. (H) from a recognized University/Institute with CA/CWA/CMA</p> <p><b>Experience:</b></p> <p>(i) Minimum of Five (05) Years of working experience in Supervision, Control, Planning and Management of Accounts and Audit, preparation of Budget in a reputed organisation or Commercial Establishment.</p> <p>(ii) Experience in working with TALLY ERP, MS Word, MS Excel, Income Tax, GST, Professional Tax, PF, ESI etc.</p> <p><b>Compulsory Requirement:</b> Two Written testimonials as the professional references (to be submitted along with the hardcopy of the application form).</p>	<ul style="list-style-type: none"> <li>• Having good writing skill in English, knowledge of computer database system.</li> <li>• Conversant with UGC and Government rules in areas like Service Matter, Purchase Procedures, and Legal Matters.</li> <li>• Preference will be given to candidates with experience of working in the said capacity or similar position in Government Organisation/ Academic or Research Institution/ PSU and having experience in e-governance.</li> </ul>	<p>Entry Pay** ₹56,100</p>

DESIGNATION	ELIGIBILITY	SKILLS & DESIRABLES	PAY STRUCTURE**
Legal & Compliance Officer	<p><b>Education:</b> Bachelor's degree in Law (LL. B/ B.A.-LL. B/ B. Com-LL. B)</p> <p><b>Experience:</b> Minimum 5 years' experience in any organization related to legal matters.</p> <p><b>Compulsory Requirement:</b> Two Written testimonials as the professional references (to be submitted along with the hardcopy of the application form).</p>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication.</li> <li>• Ability to prepare complex legal documents.</li> <li>• Knowledge of all applicable laws, rules and regulations, legal concepts, terminology, principles, and procedures necessary to understand court filing requirements.</li> <li>• Preparing Compliance Management Mechanism and preparing operational processes and procedures.</li> <li>• Drafting and Preparing Policies and Regulations as and when required.</li> </ul>	Entry Pay** ₹56,100
Media Officer	<p><b>Education:</b> Master's Degree in any discipline (Degrees in Journalism &amp; Mass Communication or English or Communicative English will be preferred)</p> <p><b>Experience:</b> Minimum 5 years' experience in a media house or similar type of experience in any other organization.</p> <p><b>Compulsory Requirement:</b> Two Written testimonials as the professional references (to be submitted along with the hardcopy of the application form).</p>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication.</li> <li>• Preparing, writing, editing articles and proofreading for events.</li> <li>• Draft emails, press releases, infographics, and other communication assets.</li> <li>• Expertise in digital communications (including social media platforms, websites, and newsletters)</li> </ul>	₹60,000 (Consolidated)
Field Work & Internship Coordinator	<p><b>Education:</b> Master's Degree in Social Work (M.S.W. or M.A. in Social Work) with minimum 55% marks and minimum 50% marks in +2 and UG level</p> <p><b>Experience:</b> Minimum 3 Years in Similar Capacity or Relevant Field.</p> <p><b>Compulsory Requirement:</b> Two Written testimonials as the professional references (to be submitted along with the hardcopy of the application form).</p>	<ul style="list-style-type: none"> <li>• Ability to contact the NGOs/organisations and exploring the opportunities for University-NGO tie ups for field work and internship related work.</li> <li>• Strong Interpersonal skills and written &amp; verbal communication skills in English, Bengali</li> <li>• Associated with educational institution.</li> <li>• Outgoing personality, able to relate to people of all ages.</li> <li>• Ready to travel for field work and internship related work.</li> <li>• Knowledge of Computer Application/s</li> </ul>	Entry Pay** ₹56,100

DESIGNATION	ELIGIBILITY	ROLE & RESPONSIBILITIES	SKILLS & DESIRABLES	PAY STRUCTURE**
Programme Officer	<p><b>Education:</b> Master's degree in Business Administration (M.B.A) / PGDM or PGDBM*</p> <p><b>Experience:</b> Minimum Five (5) Years' Corporate Experience (out of which at least 2 Years Experience in Education Institute is desirable).</p> <p>* 2-year PGDM or PGDBM must be from a AICTE approved Institute.</p> <p><b>Compulsory Requirement:</b> Two Written testimonials as the professional references (to be submitted along with the hardcopy of the application form).</p>	<ul style="list-style-type: none"> <li>• Responsible for all aspects of the Executive MBA admissions process.</li> <li>• Developing visibility materials and online campaigns from time to time.</li> <li>• Maintaining social media handles of the organisation and representing Organisation at various platforms.</li> <li>• Guiding candidates and families through the admission process.</li> <li>• Orchestrating the systematic and efficient handling of candidate applications and tracking the submission of necessary supporting credentials and documentation.</li> <li>• Evaluating and making admission decisions and communicating those decisions to candidates.</li> <li>• Developing admission and marketing materials, mailings, and publications for Executive MBA.</li> <li>• Communicating with the Core faculties and the guest faculties to ensure that the syllabus is completed before time as per the schedule.</li> <li>• Make necessary preparations for the Executive MBA class a day before.</li> <li>• Ensure scheduling of class and recording of attendance of the class.</li> <li>• Promoting various Management Development Programme (MDP) offered by XBS (primarily 1 per quarter) and also being responsible for smooth running of MDP at XBS.</li> <li>• Develop a strong corporate connect for Executive MBA and MDPs.</li> <li>• Perform any other activities as directed by Dean of XBS.</li> </ul>	<ul style="list-style-type: none"> <li>• Having good writing skill in English, knowledge of computer database system.</li> <li>• Strong corporate connections</li> <li>• Experience in Admission Procedure</li> <li>• Preference will be given to candidates with experience of working in the said capacity.</li> </ul>	₹60,000 (Consolidated)

DESIGNATION	ELIGIBILITY	SKILLS & ATTRIBUTES / DESIRABLES	PAY STRUCTURE**
Office Assistant (Female Only)	Bachelor's degree in any discipline Desirable: One (1) Year experience in the similar capacity	<ul style="list-style-type: none"> <li>• Adequate Skills in Computer Operation with WORD &amp; advanced EXCEL</li> <li>• Good Interpersonal, communication and writing skills.</li> <li>• Letter drafting</li> <li>• Understanding the filing procedures.</li> </ul>	Entry Pay**: ₹22,600

\*\* **Allowances:** In addition to the entry pay, there will be House Rent Allowance-12% (up to maximum limit of ₹12,000), D.A. - 6% and other allowances, as admissible. It is not applicable for consolidated Pay Structure.

## There may be performance-based incentives

\*\*\* **Selected candidate may be required to join in the Morning Section.**

All marks to be calculated /converted as per the prescribed procedure of the degree awarding Institute/University. All are requested not to round off the marks.

### AGE LIMITS AS ON 06.04.2024:

Training and Placement Officer - 40 Years to 50 Years

Accounts Officer - 35 Years to 50 Years

Deputy Placement Officer / Legal & Compliance Officer / Media Officer / Programme Officer - 30 Years to 40 Years

Field Work & Internship Co-ordinator: Upper Age Limit – 45 Years

Office Assistant - 25 Years to 35 Years

- **Last date for online application is 06.04.2024, 5 PM.**

(Applicants need to take printout of the application and send it to The Registrar along with all supporting documents. Application will be liable to be cancelled if hardcopy of the application and the documents are not received within specified time.)

- **Last date for receipt of printout of the application along with all supporting documents: 09.04.2024, 5 PM.**

Please note that print out of the application form along with all supporting documents will be accepted through speed post/ registered post/courier (no hand delivery) addressed only to:

The Registrar,

St. Xavier's University, Kolkata

Premises No. IIIB - 1, Action Area IIIB

New Town, Kolkata 700 160

### NOTES:

- Incomplete applications in any respect will not be entertained by the University.
- Mere fulfilment of the afore-mentioned qualifications & experience does not entitle a candidate to be called for interview.
- The University reserves the right to consider and to fill or not to fill positions in any of the above and/or any other specialization(s).
- No correspondence, whatsoever, will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview or selection.
- All qualifications must be from UGC recognized University/ Deemed University/ MHRD approved autonomous institution (wherever applicable). The courses offered by autonomous institutions should be equivalent to the relevant course approved/ recognized by Association of Indian University (AIU).
- For regular appointment, there would be a probation period of 2 years.
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- Last date for receipt of printout of the application along with all supporting documents: 09.04.2024, 5 PM.**

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The Registrar,

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Premises No. IIIB - 1, Action Area IIIB

New Town, Kolkata 700 160

- Applications received after the due date will not be considered.

- The University will send communication through email only to the short-listed candidates for the purpose of selection procedures.

- xi. Canvassing in any form will be a disqualification.
- xii. The candidature of an applicant will be cancelled if the documents are not submitted.
- xiii. Selection may be made through multiple-level screening including written test (for initial screening purposes only) and/or personal skill test (for initial screening purposes only), if necessary, and interview. The Selection Committee will have the right to cancel candidature at any time in case the qualification and experience criteria are not met.
- xiv. If it is found that the documents submitted by the candidate are not genuine or that the candidate has clandestine antecedents and he/she has suppressed the said information, the candidature/appointment at the University shall be cancelled/terminated at any point of time.
- xv. Only offline interview will be held and there will be no provision for online interview.

[CLICK HERE FOR ONLINE APPLICATION](#)