



THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

DR. AMBEDKAR BHAWAN, 12 LB BLOCK, SECTOR – III, SALT LAKE CITY,
KOLKATA – 700106, WEST BENGAL, INDIA

Advt/Acad & Admin2024/01

Date 22.01.2024

University invites applications for the following Non Teaching posts 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 of Rs. 2000/- (Rs. 1500/- for SC/ST/PWD) for the posts addressed to the Registrar, should be sent by email to registrar@nujs.edu or by post or in person which 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 29.02.2024**. 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. **Link for application fee payment** <https://www.onlinesbi.com/sbicollect/icollecthome.htm>. Last date of application **29.02.2024**.

Sl. No.	Name of the Post	No. of Vacancy	Educational Qualification	Essential Experience	Maximum Age limit	Pay
1	Finance Officer	1UR	i. Essential: Master degree in Commerce with 55% marks or an equivalent grade in a point scale wherever grading system is followed ii. Desirable: Qualified Chartered Accountant (CA) or ICWA. Or MBA -in Finance	i) At least 10 years of experience in the Pay Level of 10 and above or with 5 years of service in pay Level of 12 and above along with experience in educational administration, or ii) Comparable experience in research establishment and/ or other institutions of higher education,	50 years	Pay Level: 13 as per 7th CPC (Group A)



2	Assistant Engineer (Civil)	1UR	First Class Bachelor Degree in relevant field from a recognized Institute/ University or equivalent.	Three years' experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs.200/- Crores or more.	40	Pay Level 7 as per 7 th CPC (Group-B)
3.	Security Officer	1UR	<p>Bachelor Degree from a recognized University/ Institution with five years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organization of repute with an annual turnover of at least Rs.200/- Crores</p> <p>OR</p> <p>Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination.</p> <p>AND</p> <p>Holding a valid</p>		40	Pay Level 7 as per 7 th CPC (Group B)



			Driving License (LMV/ Motor cycle).			
4	Accounts Assistant	1 UR	<p>Bachelor's degree in Commerce with minimum 55% marks / equivalent grade from a recognized University/ Institution.</p> <p>(ii) Working Knowledge in Accounting Software with multi disciplinary computer Application</p> <p>Desirable:</p> <p>(i) Master's Degree in Commerce/ Financial Management from recognized University/Institution</p> <p>(ii) Experience in Finance and Accounts matter in Government/ Educational University</p> <p>(iii) Candidates with good communication, fluent in English and interpersonal skills may be preferred.</p>	At least 1 Year	40	Rs. 25,000/- (Consolidated)



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 are on permanent basis subject to confirmation of probation on completion of one year of satisfactory service except for Accounts Assistant position (7) DA, HRA and TA at Central Govt. rates except for Account Assistant position. (8) 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 for Central and State Government employees (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 the service beside salary the candidates will be entitled of provident fund and medical facilities available for other staff of the University.


Registrar





THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES
DR. AMBEDKAR BHAVAN 12, LB BLOCK SECTOR-III SALT LAKE CITY
KOLKATA-700106
Telephone: 033- 25694700

Guidelines for filling up the form by the candidate:

1. All addresses required in the application form should be written in block letters and should give full details including the pin code. Where possible, mention telephone numbers and area code.
2. The application form should be complete in all respects. Incomplete applications will not be considered and no correspondence entertained.
3. Attested copies of mark/grade sheets, certificate from SSC onwards and testimonials should be attached to this application. Originals of such documents must be produced only at the time of interview.
4. Application should be sent through the present employers, if employed. Although, applicants may send an advance copy, if they so desire, the Selection Committee will not consider it unless it is forwarded through the employer, or accompanied by a no objection certificate.
5. If the space against any item is inadequate, applicants are free to furnish the relevant particulars on separate sheets, indicating therein, and the item number to which the information relates.
6. Separate application is required for each post applied for: Candidates are also requested to fill-up the online form for payment of fees along with the submission of Non-Academic application form in hard copy with testimonials. Fees should be paid through <https://www.onlinesbi.com/sbicollect/icollecthome.htm>





THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES
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APPLICATION FORM FOR CANDIDATES FOR OFFICERS/NON-ACADEMIC POSITIONS

(To be returned to the Registrar, West Bengal National University of Juridical Sciences, 12 LB Block, Sector-III, Salt Lake City Kolkata-700106.)

Application No.

(To be filled in by the office)

(To be filled by the applicant)

Post applied for

Affix recent
Passport Size
Photograph
with Signature

(To be filled by the applicant)

Details of Applications Fee

Amount Rs. _____

SBI Collect Receipt

No. _____

Branch _____

dated _____

2. Name in full (in block letters) Mr./Mrs./Miss/Dr.

(first name)

(middle name)

(last name)

2.1 Spouse/Father's Name

2.2 Mother's Name

3 Address to which communications should be sent. (Any change of address should be communicated to the Registrar.)

Pin code: _____ Phone: (R) _____

E-mail address: _____ (O) _____



3.1 Permanent address, if different from 3

Pin code : _____ Phone: (R) _____

4 Date of birth _____ 4.1 Age (In completed years) _____

5. Sex: Male/Female

6. Place of birth _____
(village/town) (state) (country)

7. Nationality _____

8. Mother tongue _____

9. Marital status: Unmarried/Married

10. Religion _____

11. Are you a member of Scheduled Caste/Scheduled Tribe/OBC? Yes/No

If yes, specify _____ and attach a copy of caste/tribe certificate
(name of caste/tribe)

12. Name of father/mother/guardian/spouse: _____

13 Salary last drawn: (a) Basic Rs. _____ (b) Total Rs. _____

13.1 Minimum salary acceptable: (a) Basic Rs. _____ (b) Total Rs. _____

14. Have you previously applied for any post at this Institute?

If so, please mention the position applied for and approximate date of application

15. Have you any relative among the staff of this Institute? Yes/No
If yes, please give the following particulars.

(name of relative)	(relationship with candidate)	(his/her designation)
16. Particulars of all examinations passed from S.S.C./Matriculation upwards (including in-service training leading to a diploma). Attach copies of mark/grade sheets and certificates.		



No.	Examination	Year of admission	Year of passing	Division/ Grade	Special subjects or field of specialisation	School/College University

17. Relevant practice/field experience during the post-graduate programme of training.

No.	Name of organisation	Duration		Nature of work
		From	To	

18. Employment record

18.1 Present position: _____

18.2 Name and address of employer: _____

18.3 Duration of present employment From _____ to _____

18.4 Pay scale : Rs. _____

18.5 Present basic pay : Rs. _____

18.6 Monthly allowances (gross) : Rs. _____

Total : Rs. _____

18.7 Next increment due on : Rs. _____



This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery. There is no handwriting or other markings on the page.



18.11 Previous employment (please list all jobs held by you) Work Experience in descending order from the most recent post held):

No.	Name and Address of employer	Designation and Nature of duties	Name and designation of your supervisor	Period of employment		Total Salary		Reason for leaving
				From	To	Beginning	Final	



18.12 Total Years of Working Experience :

18.13 Total Years of Working Experience in Academic Institution if any :

19. List the professional societies to which you belong (Add extra sheets, if required).

No.	Name and address of organisation	Category of Membership	Positions Held	Period	
				From	To

20. Mention your activities in public affairs at the city, state, national or international level, and contribution to organisations, social policy, social action, project planning and development.

21. Languages known.

No.	Read	Write	Speak

22. Explain your reasons for suitability for this post.



23. Referees: List three persons (not related to you), resident in India and holding responsible positions, and intimately acquainted with your character and work. Where the candidate has been in employment, he/she should give either his/her present employer or immediate supervisor as one of the referee.

No.	Name	Full address with telephone No.	Profession	In what capacity he/she is known to the applicant
1				
2				
3				

24. Have you any objection to our making enquiries with your present employer? Yes/No
If yes, why? _____

25. Have you any disabilities which might limit your performance in your prospective field of work?

26. If selected, what notice would you require for joining the post?

27. Any other information you would like to share:

DECLARATION

I declare that all the statements made in this application and its annexure are true to the best of my knowledge and belief and I understand that willful misrepresentation renders me liable to dismissal if employed.



(place)

(date)

(signature of applicant)

Enclosures (Total no _____)

Enclosures

1. Proof regarding date of birth from matriculation or other recognised certificate.
2. Scheduled Caste/Tribe/OBC Certificate (only for SC/ST/OBC candidates)
3. Copies of mark/grade sheets and certificates from SSC onwards.
4. Work experience certificate should be attached supporting the experience stated in the application.
5. SBI Collect Receipt
- 6.
- 7.
- 8.
- 9.
- 10.

