



JADAVPUR UNIVERSITY
KOLKATA – 700 032

Dated 12.11.2025

DETAILS OF THE EMPLOYMENT NOTIFICATION NO : A2/C/2/2025 dt. 12.11.2025

The University invites applications from Indian Nationals in the prescribed form for the following posts:

1. Dean of Students : One post (UR)

Qualifications :

- a. Essential** : i) Uniformly good academic record with a Master's Degree with Minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii) At least 15 years' experience as Sr. Lecturer / Reader / Assistant Professor in the AGP of Rs.7000/- and above or with 8 years of service in the AGP of Rs.8000/- and above including as Associate Professor along with experience in educational administration in Academic Institutions like University, or in an Institute of Higher Learning of which 5 (five) years must be in a University or in an Institute of Post Graduate Study.
- OR
- Comparable experience in research establishments and other institutions of higher learning.
- OR
- 15 (Fifteen) years' administrative experience, of which 8 years shall be as Deputy Registrar or equivalent post.
- iii) Age not less than 40 years. Relaxable in case of exceptionally qualified candidates.
- b. Desirable** : i) Expertise in Behavioural Science will get preference.

Pay : Rs. 1,44,200 at Pay Level 14 (Rs. 1,44,200 - 2,18,200/-)

2. Finance Officer : One post (UR)

Qualifications :

- a. Essential** : i) Uniformly good academic record with a Master's Degree in Commerce/ Finance with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii) Chartered Accountant or Cost Accountant or equivalent professional qualification.
- OR
- Master's Degree in Business Administration with specialization in Finance.

iii) 15 (Fifteen) years of working experience in management of finance in a Government / University or Institute of Higher Learning / Commercial Establishment of which 5 years must be in higher administrative post Involving supervision, control, planning and administration.

iv) Age not less than 40 years. Relaxable in case of exceptionally qualified candidates.

Pay : Rs. 1,44,200 at Pay Level 14 (Rs. 1,44,200 - 2,18,200/-)

3. Development Officer : One post (UR)

Qualifications :

- a. **Essential** :
- i) Uniformly good academic record with a Master's Degree with Minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
 - ii) At least 10 years' experience in a position involving supervision, control and planning of administration of Collages, Universities / Institutes of Higher Learning or Government or Quasi Government organization.
 - iii) Age not below 35 years. Relaxable in case of exceptionally qualified candidates.

- b. **Desirable** :
- i) A Doctorate or published work of high standard.
 - ii) Experience of at least 7 years in University or in Post Graduate Research organization as Assistant Registrar or equivalent post. In that case, records of performance will be examined.

Pay : Rs. – 79,800 at Pay Level 12 (Rs. 79,800 - 2,11,500/-)

4. Deputy Registrar : One post (OBC- A)

Qualifications :

- a. **Essential** :
- i) Uniformly good academic record with a Master's Degree with Minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
 - ii) At least 10 (ten) years' experience as Lecturer / Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration in Academic Institutions like University, Research Establishment and/or in an institute of higher learning of which 5 (five) years must be in a University or in an Institute of Post Graduate Study.

OR

Comparable experience in research establishments and other institutions of higher learning.

OR

10 (ten) years administrative experience, of which 5 (five) years shall be as assistant Registrar or equivalent post.

iii) Age not less than 35 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable : i) A Doctorate degree or published papers of high standard.

OR

Experience of at least 10 (ten) years in a fairly senior position in any academic institutions like a College or a University or a Research Organization.

Pay : Rs. – 79,800 at Pay Level 12 (Rs. 79,800 - 2,11,500/-)

5. Secretary to the Faculty Council for Postgraduate & Undergraduate Studies in Science : One post (UR)

Qualifications :

a. Essential : i) Uniformly good academic record with a Master's Degree with Minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.

ii) At least 10 (ten) years' experience as Lecturer / Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration in Academic Institutions like University, Research Establishment and/or in an institute of higher learning of which 5 (five) years must be in a University or in an Institute of Post Graduate Study.

OR

Comparable experience in research establishments and other institutions of higher learning.

OR

10 (ten) years administrative experience, of which 5 (five) years shall be as assistant Registrar or equivalent post.

iii) Age not less than 35 years. Relaxable in case of exceptionally qualified candidates.

b. Desirable : i) A Doctorate degree or published papers of high standard

OR

Experience of at least 10 (ten) years in a fairly senior position in any academic institutions like a College or a University or a Research Organization.

Pay : Rs. – 79,800 at Pay Level 12 (Rs. 79,800 - 2,11,500/-)

6. Secretary to the Faculty Council for Postgraduate & Undergraduate Studies in Engineering & Technology: One post (UR)

Qualifications :

- a. Essential** : i) Uniformly good academic record with a Master's Degree with Minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii) At least 10 (ten) years' experience as Lecturer / Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration in Academic Institutions like University, Research Establishment and/or in an institute of higher learning of which 5 (five) years must be in a University or in an Institute of Post Graduate Study.

OR

Comparable experience in research establishments and other institutions of higher learning.

OR

10 (ten) years administrative experience, of which 5 (five) years shall be as assistant Registrar or equivalent post.

- iii) Age not less than 35 years. Relaxable in case of exceptionally qualified candidates.

- b. Desirable** : i) A Doctorate degree or published papers of high standard

OR

Experience of at least 10 (ten) years in a fairly senior position in any academic institutions like a College or a University or a Research Organization.

Pay : Rs. – 79,800 at Pay Level 12 (Rs. 79,800 - 2,11,500/-)

7. Officer of Placement and Training : One post (UR)

Qualifications :

- a. Essential** : i) Uniformly good academic record with a Post Graduate Degree / Diploma in Engineering with Minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- ii) Minimum of 7 years' experience in the supervisory capacity in an organization engaged in production or in teaching in a recognized Institute or Post Graduate Learning.
- iii) Age not below 35 years. Relaxable in case of exceptionally qualified candidates.

b. **Desirable** : i) Experience in Major Industrial capacity in India particularly in West Bengal.

OR

Experience in marketing or sales activities of a public sector organization.

Pay : Rs. – 79,800 at Pay Level 12 (Rs. 79,800 - 2,11,500/-)

Note : The State Government norms (as amended up to date) regarding reservation [SC/ST/OBC-A, OBC-B and Differently-abled (Physically as well as visually)] will be followed.

DEADLINE FOR SUBMITTING APPLICATION IS “ 12.12.2025”(payment link closes at 04.00 p.m.)

FILLING UP / SUBMISSION OF APPLICATION FORM AND OTHER RELATED INSTRUCTIOS :

1. Blank application form in ‘pdf’ format is available at the JU website : www.jadavpuruniversity.in Download the application form for filling up.
2. Please pay the application fee of Rs. 500/- (US \$ 50.00 or its rupee equivalent for Indian citizen staying outside) as indicated in the JU website (www.jadavpuruniversity.in). Follow instructions for making payment and take print out of the receipt of payment / challan obtained. For making online payments, (a) Net banking, (b) Debit / Credit / Rupay card, (c) Challan (for making cash payment at SBI branches) options will be available. Use anyone of the options for making payment (from within India).
3. Please submit seven hard copies of the complete application form (one original and seven photocopies) along with all enclosures including attested/self attested photocopies of all certificates and testimonials (in a single copy). Filled-in applications are to be submitted either by post **Under Certificate of Posting**, preferably by **Registered Post** to the ‘**Registrar, Jadavpur University, Aurobindo Bhavan, 188, Raja S.C. Mallick Road, Jadavpur, Kolkata – 700 032**’ or in person to the ‘**Information Office**’ on all working days **within 11.00 a.m. to 4.00 p.m.**
4. Please super scribe the envelop with the name of the post applied for and the Advertisement Number.
5. Those who are already in service should apply through proper channel.
6. Canvassing in any form will disqualify a candidate.
7. Mere submission of application does not guarantee a call for interview as the method of screening will be applied as per the selection criteria of the University, selection will be made as per university selection procedure. University reserves the right for selection.
8. ***All qualifications, experience and age will be recognized till the last date of submission of application.***
9. ***Please follow JU website for any update / notification time to time regarding above selections.***
10. University will not be liable for any kind of postal delay.
11. Incomplete applications will be rejected without any intimation.
12. Apply separately for more than one post paying fees accordingly.

13. Those who have already applied previously for the post of Finance Officer (Advt. No. A2/C/7/2023 dt. 08.11.2023), Development Officer (Advt. No. A2/C/3/2023 dt. 28.06.2023), Deputy Registrar-OBC-A (Advt. No. A2/C/1/2023 dt. 02.05.2023), Secretary to the Faculty Council for Postgraduate & Undergraduate Studies in Science (Advt. No. A2/C/1/2023 dt. 02.05.2023) and Secretary to the Faculty Council for Postgraduate & Undergraduate Studies in Engineering (Advt. No. A2/C/11/2019 dt. 25.10.2019) need to apply afresh without paying any application fee further. Must submit the copy of previous payment receipt alongwith the application.

Registrar (Actg.)