

**Diamond Harbour Women's University**  
Diamond Harbour, South 24 Parganas, West Bengal

Employment notification no. DHWU/01/NT/2015

Date: 7 March 2015

The Diamond Harbour Women's University invites applications for the following positions:

Personal Assistant	1
Assistant Librarian II	2
Junior Superintendent (Accounts)	1
Cashier	1
Junior Assistant	6

**1. Personal Assistant (One position)**

Pay Band: Rs. 9000–28300 with Grade Pay Rs. 4400 and other applicable allowances.

Essential Qualification:

- a) Three years' Bachelor's Degree from a recognized university with at least 45% marks.
- b) Certificate in shorthand-typing from a recognised institution.
- c) Proficiency in the use of computer office applications such as M.S. Word, Excel and PowerPoint and Bengali typing.
- d) Drafting skills in English and Bengali
- e) At least one year experience of working in a higher education institution.

Desirable:

- a) Shorthand speed of 100 wpm and typing speed of 40 wpm in English.
- b) Post-Graduates degree in any discipline.
- c) Experience of working in the capacity of an office assistant or personal assistant.
- d) Fluency in English and Bengali.

Age as per existing rules of the W.B. Govt

**2. Assistant Librarian II (Two positions)**

Pay Band: Rs. 9000–28300 with Grade Pay Rs. 4400 and other applicable allowances.

**UR: 01 post**

**SC: 01 post**

Essential qualifications:

- a) Three years' Bachelor's Degree in Library and Information Science from a recognized university with at least 50% marks.
- b) Proficiency in the use of computer office applications such as M.S. Word, Excel and specialized library softwares.

Desirable:

- a) M. Lib from a recognized university
- b) At least 2 years' work experience in a higher education institution or in a library or government library.

Age as per existing rules of the W.B. Govt

### **3. Junior Superintendent (Accounts) (one post)**

Pay Band: Rs. 9000–28300 with Grade Pay Rs. 4400 and other applicable allowances.

#### Essential qualifications:

- a) Three years' B.Com from a recognized university with at least 50% marks.
- b) At least 7 years' experience as Senior Assistant or equivalent in accounts/audit in institutions of higher education and/or Central Govt./State Govt./Autonomous Bodies/Public Sector Undertakings.
- c) Proficiency in the use of a variety of computer office applications such as M.S. Word, Excel and accounting software such as Tally, or equivalent.

#### Desirable:

- a) Experience in preparation and maintaining accounts, tax accounts.
- b) Experience with store-keeping activities such as maintenance of asset registers, stock registers.
- c) Knowledge of audit procedures.

Age as per existing rules of the W.B. Govt

### **4. Cashier (one post)**

Pay Band: Rs. 9000–28300 with Grade Pay Rs. 4400 and other applicable allowances.

#### Essential Qualifications

- a) Three years' Bachelor's Degree in commerce or allied field from a recognized university with at least 50% marks.
- b) Proficiency in the use of a variety of computer office applications such as M.S. Word, Excel and accounting software such as Tally, or equivalent.

#### Desirable:

- a) M. Com from a recognized University.
- b) About 2 years work experience, including cash handling.

#### Job Profile:

- a) Handling of cash, maintenance of cash book.
- b) Processing of claims of vendors/ employees towards settlement.
- c) Maintenance of accounting records/ledgers.
- d) Maintenance of bank accounts, preparation of Bank Reconciliation Statement.
- e) Assist in preparation of profit & Loss account and Balance Sheet.
- f) Assist in payment of taxes & duties to statutory authority.
- g) Assist in filing e–return & generation of way bill.
- h) Any other work that may be assigned by the authority from time to time.

Age as per existing rules of the W.B. Govt

### **5. Junior Assistant (six positions)**

**UR: 03 posts**

**SC: 01 post**

**ST: 01 post**

**OBC-A: 01 post**

Pay Band: Rs. 7200–25400 with Grade Pay Rs. 3300 and other applicable allowances.

#### Essential Qualifications:

- a) Passed Higher Secondary or equivalent examination (10+2).

- b) A minimum of six months' experience in clerical work in an institution of higher education.
- c) Certificate course in basics of computers of minimum six months' duration from a recognized institution.

Desirable Qualifications:

- a) Three years' Bachelors' degree with at least 50% marks
- b) Proficiency in English and knowledge in drafting letters, etc.  
Age as per existing rules of the W.B. Govt

**General rules and instructions:**

1. Application must be on prescribed application form available on the university website. No application except in the prescribed application form shall be considered.
2. A person working in Govt./ Semi-Govt./ Public Sector undertaking must apply through proper channel.
3. Incomplete applications or application without requisite supporting documents will not be entertained.
4. The University will not be responsible for any postal delay.
5. Appointments will be made on probation for one year which may be waived or extended in exceptional cases and will be guided by the rules as framed and/or amended from time to time. During or at the end of the period of probation, the service of the staff member concerned may be terminated with one month's notice or with one month's salary in lieu thereof, without assigning any reason. On satisfactory completion of the probationary period, the incumbent concerned will be considered for being confirmed in service. Stipulations in respect of experience and age may be relaxed by the Council in case of exceptionally brilliant candidates on the recommendation of the relevant Selection Committee. The choice of the selecting authority need not necessarily be confined only to those who formally apply.
6. Appointment processes will strictly abide by the reservation policy of the State Government. The University is committed to a policy of positive discrimination. Women, especially, are encouraged to apply.
7. In case of some of these positions, written tests may be held. Notification of tests to short-listed candidates will be by medium of the website.
8. Mere fulfilment of eligibility conditions do not entitle a candidate to be called for written test and/or interview. Only those candidates short-listed on the basis of criteria to be adopted by relevant committees will be called for written test/interview.
9. No TA/DA shall be paid to the candidates for attending the interview.
10. Application fees once paid shall not be refunded under any circumstances.
11. The University may verify the antecedents or documents submitted by a candidate at any time, including at the time of appointment or during the tenure of her/his service. In case it is detected that the documents submitted by the candidate are fake or the candidate has clandestine antecedents/ background and has suppressed the said information, her/his services shall be terminated.
12. The University reserves the right not to fill up the post for which this advertisement is being made if circumstances so warrant.
13. 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 right to modify/ withdraw/ cancel any communication made to the candidates.

14. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the competent authority shall be final.
15. If any candidate is recommended for appointment in relaxation of any of the prescribed conditions relating to age, experience etc. it shall be so stated and recorded.
16. The prescribed qualifications and experience will be the minimum. The University will have the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition(s) than may be deemed fit.
17. In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Calcutta High Court.
18. The age of superannuation for all the posts shall be as per Government of West Bengal norms.
19. Candidates shall have to produce original documents at the time of appearing in interview, if called for, with a passport size photograph and photocopies of all certificates.
20. Canvassing in any form may lead to the cancellation of the candidature.
21. Application forms must be downloaded from the university website and submitted with 7 (seven) photocopies and one set of self-attested copies of relevant certificates/supporting documents to the offices of the university by 3 pm of 10 April 2015. All applications must be accompanied by the requisite fee of Rs. 500 (Rupees Five Hundred only) or US\$ 30 as a Bank Draft payable at Diamond Harbour to 'Diamond Harbour Women's University'. The amount payable will be Rs. 250 (Rupees Two Hundred and Fifty only) or US\$ 20 in case of SC/ ST/ Physical Handicapped candidates (supported by appropriate documents). Applicants may please include two self-addressed unstamped envelopes of 25x13 cms. Separate applications along with application fee should be submitted for each post applied for.

Registrar