

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

Employment notification no. DHWU/02/NT/2015

Date: 10 April 2015

Corrigendum to Notification No. DHWU/01/NT/2015

Date: 7 March 2015

Please read as follows for revised qualification in respect of posts of Sl. No.2, Sl. No.3, Sl. No.4 & Sl. No.5

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/Bachelor degree in any discipline plus B LibSc/BLISc from a recognized university with at least 45% 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 45% 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 45% 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) Certificate course in basics of computers of minimum six months duration from a recognized institution.

Desirable:

- a) Three years' Bachelor's Degree with at least 50% marks
- b) Proficiency in English and knowledge in drafting letters, etc.
- c) A minimum of six months experience in clerical work in an institute of higher education.

**Last date of application to the above mentioned posts is extended to 28/04/2015.
Those who have already applied in above mentioned posts need not apply again.
General rules and instruction remain as before.**

Registrar

