



The Sanskrit College  
and University

# The Sanskrit College and University

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[Established by the Act No. XXXIII of 2015; Vide W.B Govt. Notification No 187-L, Dated- 19.02.2016]  
<https://www.sanskritcollegeanduniversity.ac.in>

Memo No: EST/R.O/SCU/042(Notice)/Appt.(COE)/2024/0535

Date: 10/06/2024

## Notice

### Sub: Engagement of Officer-on-Special-Duty at Department of Controller of Examinations at The Sanskrit College and University on purely contractual basis.

Interested retired personnel from any West Bengal University, who possess relevant Experience and Educational Qualification to function as **Officer-on-Special-Duty, Department of Controller of Examinations** of this University.

Minimum 10 years of commensurating working experience is essential and those interested are hereby requested to submit their particulars at following Google Doc Form within 20.06.2024 to be considered for the position:

[https://docs.google.com/forms/d/e/1FAIpQLSfj-V0Mu-MV5kgF2yC12SaKcvtlt12Km8sbL63Mzaen3jIDQ/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSfj-V0Mu-MV5kgF2yC12SaKcvtlt12Km8sbL63Mzaen3jIDQ/viewform?usp=pp_url)

#### a) **Essential Qualification and Experiences:**

At least, a University Post-graduate Degree holder and also having minimum (10) ten years of extensive work experience at conduct of University Examination process with reasonable computer proficiency in view of NEP introduction with Digilocker functions for students.

The engagement will be on purely contractual basis and shall not be available for those aged more than 63 years of age.

b) The pay and allowance may be paid as per West Bengal Government norms for re-engagement of retired personnel or as may be decided by the competent authority of the University (will be contained in letter of engagement).

c) University Authority reserves the right for engagement of a candidate beyond those who have formally applied.

d) The incumbent has to take care of the overall functions of the Examination Division of the University and will have to report to the Hon'ble Vice-Chancellor through the Registrar (as would be required).

e) The engagement will be on contractual basis for 6 months to begin with and any renewal or extension/s thereafter will be at the discretion of University authority. No claim for direct engagement can arise for the period served by such a personnel.

\* Any difficulty for submission of online application, please send mail at [regoffice.scu@gmail.com](mailto:regoffice.scu@gmail.com) with Name & contact number within 15<sup>th</sup> June, 2024.

(Srijib Bardhan)

Registrar

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