



# 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.-NT(Kolkata)/2024/0536**

**Dated: 10.06.2024**

## Notice

### **Sub: Engagement of Senior Assistant for Kolkata Campus 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 **Senior Assistant** at the Office of Registrar 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 for being considered for the position:

[https://docs.google.com/forms/d/e/1FAIpQLScc8lQclUEiMSzKilfUofdpFzPNj8YJ0VadqRWkRaoBHynNcg/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLScc8lQclUEiMSzKilfUofdpFzPNj8YJ0VadqRWkRaoBHynNcg/viewform?usp=pp_url)

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

At least, a University degree holder and also having minimum (10) ten years of extensive work experience at University functioning particularly of Registrar's Department with reasonable computer proficiency.

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 University Registrar's Office and will have to report to the Registrar.

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

Registrar

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