



# The Sanskrit College and University

1, Bankim Chatterjee Street, Kolkata 700073 | E-mail: regoffice.scu@gmail.com

[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) /2024/0622

Date: 23.07.2024

## Re-advertisement

The below mentioned notification is re-issued seeking applications from eligible candidates by 05.08.2024 for due consideration by the University authorities:

  
Registrar  
The Sanskrit College and University

## Notice

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

Interested retired persons from any West Bengal University who possess Experience and Educational Qualification, as required, 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 05.08.2024 to be considered for the position:

[https://docs.google.com/forms/d/e/1FAIpQLSfj-V0Mu-MV5kgF2yCl2SaKcvtlStI2Km8sbL63Mzaen3jIDQ/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSfj-V0Mu-MV5kgF2yCl2SaKcvtlStI2Km8sbL63Mzaen3jIDQ/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 for conducting University Examinations process with reasonable computer proficiency in view of NEP introduction with Digilocker functions for students.

The age of the applicants (as on the date of advertisement) shall not be more than 63 years.

b) The pay and allowances 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.

e) The engagement will be on contractual basis for 6 months, to begin with, and further renewal or extension/s thereafter will be at the discretion of University authority.

\* 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 1<sup>st</sup> August, 2024.

  
(Srijib Bardhan)  
Registrar  
The Sanskrit College and University