



The Sanskrit College and University

1, Bankim Chatterjee Street

Kolkata – 700 073

[Established by the Act No. XXXIII of 2015; Vide WB Govt. Notification No 187-L, Dated- 19.02.2016]

Advertisement No. Reg/SCU/Advt./2019/03

Dt: 10.07.2019

EMPLOYMENT NOTICE

Applications are invited from eligible candidates for the following vacancies on the prescribed APPLICATION FORM to be downloaded from this website.

- | | | | |
|---------------------|---|----------|---|
| 1. Junior Assistant | : | 06 Posts | [SC-01, ST-01, OBC(A)-01, UR-02,
UR(E.C.)-01 |
| 2. Group D | : | 08 Posts | [SC-01, SC(E.C)-01, ST-01, OBC(A)-01,
UR-02, UR(E.C.)-01, UR(Ex-Serviceman)-01 |

Minimum Qualifications

- | | | |
|---------------------|---|--|
| 1. Junior Assistant | : | Bachelor degree with Diploma/Certificate in Computer Application of minimum 6 months duration. |
| 2. Group D | : | Class VIII qualified. |

Scale of Pay

- | | | |
|---------------------|---|-------------------------------|
| 1. Junior Assistant | : | 7,200 – 25,400 + GP + 3,300/- |
| 2. Group D | : | 5,400 – 18,600 + GP 1,800/- |

Age limit for Junior Assistant and Group D category is 18-40 years (Age relaxation as per norms, for SC/ST/Differently abled and OBC Candidates 5 and 3 years respectively).

DEADLINE FOR SUBMITTING APPLICATION IS AUGUST 07, 2019.

Filling up/ Submission of Application Form and other related instructions:

1. Blank application form in 'pdf' format is available at SCU website only:
www.sanskritcollegeanduniversity.org.in.
2. A). Downloaded Form shall accompany a crossed Demand Draft drawn in favour of 'The Sanskrit College and University' payable at Kolkata. The rates of Application Form are:
Junior Assistant – UR-500/-, OBC-400/-, SC-350/-, ST-350/-,
Group D – UR-300/-, OBC-300/-, SC-250/-, ST-250/-,
B). **Application Fee once paid shall not be refunded under any circumstances.**
3. Completed application in the prescribed form along with self-attested photocopies of 2 (two) sets of all credentials must be submitted along with the Demand Draft to the Registrar, The Sanskrit College and University, 1, Bankim Chatterjee Street, Kolkata – 700 073 by **Registered Post/ Speed Post only**.
4. **Under no circumstances, Application Form will be received in the University office by hand.**
5. A). Incomplete application will be rejected without intimation and sheer possession of minimum qualification shall not confer the right to appear in the examination.
B). **No TA/DA is admissible for attending the Examination Centre or for interview.**
6. A). Candidates who belongs to the OBC(A) category, and whose caste certificates were issued more than one year ago, must produce a ratification certificate from the competent authority that they do not belong to the creamy layer as on date of advertisement along with copy of the previous certificate. This is applicable for SC/ST candidates also.
B). The certificates of ST candidates must be issued by the competent authority of the State of West Bengal. However, ST candidates of other states may apply in the UR Category.
7. Kindly super scribe or mention the envelope with the name of the post applied for along with the Advertisement number.
8. Those who are already in service must apply through proper channel.
9. A). Selection will be made strictly as per the University Selection procedure of examination and interview. The University reserves the right for selection.
B). Total marks will be 100. Marks allotted for examination is 50 and for interview 50.
10. A candidate can apply for more than one post but then he/she has to apply separately for each post paying fees accordingly.
11. Those who are already in service may submit the advance copy of application but must submit a 'No Objection Certificate' from the employer during the interview failing which they may not be considered for the interview.
12. The University has the full authority to verify the documents submitted by the Candidates at the time of interview, appointment or during the tenure of service. In case of any anomalies, relating to the submission of fake/false or mutilated documents or the candidate has

a clandestine antecedent but has suppressed the said information, then the service of the candidates shall be terminated immediately.

13. If any unintentional mistake is detected during the process of selection at any stage then the University reserves the right to modify/withdraw/cancel any communication made to the candidate even after issue of the appointment letter.
14. The University reserves the right to withdraw any advertised post(s) at any time without giving any reason.
15. Submit the declaration/undertaking as provided, duly signed in, positively along with the Application Form or otherwise the Application Form will be treated as incomplete.

Sd/-
Registrar



The Sanskrit College and University

1, Bankim Chatterji Street
Kolkata- 700 073

Affix self
attested
Passport Size
Photograph

Application Form

Post applied for

Advertisement Reference no. & date

Bank Draft number

Name of the bank with branch

1. Name of the Applicant in full [Use Block Letter]:

2. Address in full:

a) Permanent Address:

.....

b) Present Address [For Communication]:

.....

3. Contact Details: Residential Phone No.

Mobile No. Email (if any)

4. Nationality:

5. Aadhaar No.

6. Date of Birth[dd/mm/yy]:

--	--	--	--	--	--	--	--

7. Whether belonged to:

GEN		SC		ST		OBC-A		OBC-B		PWD/PC	
-----	--	----	--	----	--	-------	--	-------	--	--------	--

8. Differently abled (Evidence to be submitted):

9. Marital Status [Tick the right box]:

Married		Unmarried	
---------	--	-----------	--

10. Fathers name

11. Husband's/ Wife's name, Present or Former, Occupation or Profession and Address:

.....

12. Gender (Tick the box): MALE / FEMALE / THIRD GENDER / OTHERS

13. Candidates Mother tongue:

14. Parent's Nationality: Father, Mother

15. Give particulars of all examinations passed and Degres or Diplomas obtained.
 [Enclosed certified copy of the Degrees]:

Board/ University	Examinaion passed	Year	% of Marks	Class or Division	Subjects Taken	Remarks

16. Details of the degree or diploma or certificate obtained for knowledge of Computer:

17. Service details present and previous:

Name & address of the Employer	Date of Joining	Date of leaving	Scale of Pay	Designation held	Reasons for Leaving	Remarks (if any)

18. Name of 3 (three) referees (other than your relatives) with address and contact number and other service details:

1)

- 2)
-
- 3)
-

19. Additional Remarks:

Mention Special Qualification (if any):

.....

20. List of attached testimonials:

- a)
- b)
- c)
- d)
- e)
- f)

Exam Pattern for Written Test of Junior Assistant and Group D Category.

Sl. No.	Post	Total number of Questions	Total Marks	Duration	Subject
1	Junior Assistant	50	50	1 hour	General Knowledge - 10, Arithmetic-15, English-15, and Computer Application-10
2	Group D	50	50	1 hour	General Knowledge - 20, English-15 and Arithmetic-15

Qualifying Marks in the Entrance Test to be called for the Interview:

1. In order to qualify for the interview, each candidate will be required to score at least 50% (45% for SC/ST) marks all subject taken together out of total 50 marks.
2. Only the qualified candidates in the Entrance Test will be called for interview to be conducted by the University.

DECLARATION

I state that I have read and accept to follow all the instructions/rules laid down in the advertisement and declare that all the information furnished in the Application Form are true to the best of my knowledge and belief.

Date

Place

.....
(Signature of the candidate in full)