



## THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

Dr. Ambedkar Bhawan, 12 LB Block, Sector III, Salt Lake City  
Kolkata-700098, West Bengal, India

University invites applications on the prescribed form for the following posts so as to reach the Registrar, NUJS, 12 LB Block, Sector III, Salt Lake, Kolkata 700098 by 5/6/2011. Prescribed application forms can be had from the Office of the Registrar (except on Sundays and holidays) either personally or by sending a self addressed envelope on payment of Rs.150 (Rs.75 for SC/ST) by way of DD in favour of WBNUJS, Kolkata, payable at Kolkata. The application form can also be downloaded from the University website [www.nujs.edu](http://www.nujs.edu) and submitted along with the prescribed fee of Rs. 150 (Rs.75 for SC/ST) as indicated above.

Sl. No.	Post	No.	Pay (Rs.)
01	Technical Assistant (Civil)	1	15,000/- per month Consolidated Salary on adhoc for a contract period of two years.
02.	Personal Assistant to Registrar	1	Pay Band = 9,300-34800; Grade Pay = 4200/-
03.	Technical Assistant (Computer Centre)	1	15,000/- per month Consolidated Salary on adhoc for a contract period of two years.
04.	Personal Assistant (Computer Centre)	1	12000/- per month, Consolidated Salary on adhoc for a contract period of two years

### Essential and Desirable Qualifications:

**Technical Assistant(Civil): EQ :** (1) Must be Civil Engineering Degree/Diploma holder from a recognized University/Institute. (2) Should have at least six months of experience in relevant field. (3) The candidate must be between 21 to 45 years of age as on 5-6-2011 . This post is on adhoc basis for a period of two years and is subject to renewal at the discretion of the University authorities

**Personal Assistant to Registrar: EQ:** (1) Must be a Graduate from a recognized University. (2) Should have ability to work with computer. The candidate must be between 21 to 45 years of age as on 5-6-2011.

**Experience-** At least three years of experience in Government / Academic Institution/Commercial House. **Desirable:** Ability to draft letters etc. independently. Certificate/Diploma in Office Practice. Candidates knowing shorthand will be preferred. This post is on a permanent basis subject to confirmation of probation, after completion of one year probation period satisfactorily .

**Technical Assistant(Computer Centre): EQ :** (1) Must be Computer Engineering Degree/Diploma holder from a recognized University/Institute. (2) Should have at least six months of experience in relevant field. (3) The candidate must be between 21 to 45 years of age as on 5-6-2011 . This post is on adhoc basis for a period of two years and is subject to renewal at the discretion of the University authorities.

**Personal Assistant (Computer Centre): EQ:** (1) Must be a Diploma holder in Computer Maintenance/Computer hardware/Computer software from a recognized University/Institute.. (2) The candidate must be between 21 to 45 years of age as on 5-6-2011. **Experience-** At least three years of experience in Government/Academic Institution/Commercial House doing similar type of work. This post is on adhoc basis for a period of two years and is subject to renewal at the discretion of the University authorities **DQ:** The person should be preferably conversant or experienced in the management of computers and their maintenance.

**Notes:** (1) University reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant. (2) University reserves the right to consider candidates of outstanding merit who may not have applied. (3) Relaxation of any of the qualifications may be made in exceptional cases on the recommendation of the selection committee. (4) Separate application is required for each post. (5) Reservation of the posts for SC/ST as per Govt. norms. (6) Persons in employment should route their application through proper channel. (7) No TA, DA for attending any written test (if required) & interview. (8) Candidates who have already applied for the abovementioned posts need not apply again.(9).Candidates who are already in similar posts/doing similar jobs will be given preference.