



**JADAVPUR UNIVERSITY
KOLKATA – 700 032**

Ref. No.
Dated :22.02.2019

EMPLOYMENT NOTIFICATION NO : A2/C/3/2019

The University invites applications from Indian Nationals in the prescribed form for the following post:

1. Chief Librarian : One post
2. Publication Officer : One post

Qualifications

Essential

For Sl. No. (1)

- :
- a. A Master's degree in Library Science/Information Science/Documentation with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and consistently good academic record as set out in extant UGC Regulations.
 - b. At least 13 (thirteen) years of experience as a Deputy Librarian in a University Library or 18 (eighteen) years of experience as a College Librarian.
 - c. Evidence of innovative library services and organization of published work.

For Sl. No.(2)

- :
- a. Uniformly good academic record with a Master's degree with minimum 55% marks or an equivalent grade in the point scale wherever grading system is followed.
 - b. For graduates with degree in Printing Technology, the Master's Degree may be waived.
 - c. At least 5 (five) years of experience in editing and organising publication work through press.
 - d. Age not below 30 years. Relaxable in case of exceptionally qualified candidates.

Desirable

For Sl. No. (1)

- :
- A M.Phil / Ph.D degree in Library Science / Information Science / Documentation / Archives and Manuscript Keeping.

For Sl. No. (2)

- :
- A degree or diploma in journalism. The requirement of Master degree may be waived for candidates having 15 years' experience in editing and publication work in publishing concern of high repute.

Note : (i) A relaxation of 5% may be provided for the minimum eligibility marks of 55% at the Master's level to the Ph.D. degree holders who have obtained there master's degree prior to September 19, 1991.

(ii) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) may be considered while deciding on the selection criterion by the University.

(iii) Period of time taken by the candidates to aquire M.Phil and/or Ph.D degree shall not be considered as teaching/research experience.

iv) A relaxation of 5% in the marks may be provided for persons belonging to SC/ST/Differently-abled (physically as well as visually) /OBC (Non-creamy layer) categories.

a) at the Masters level required to satisfy the minimum eligibility criteria.

b) For assessing good academic record throughout the candidate's career.



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Pay Band	:	
For Sl. No. (1)	:	Rs.37,400 – 67,000 + AGP Rs.10,000/-
For Sl. No. (2)	:	Rs.15,600 – 39,100 + AGP Rs.6,000/-

LAST DATE OF RECEIVING APPLICATION IS " 18.03.2019 " (Payment link closed at 12 Noon)

FILLING UP / SUBMISSION OF APPLICATION FORM AND OTHER RELATED INSTRUCTIONS :

1. Blank application form in 'pdf' format is available at the JU website : www.jaduniv.edu.in Download the application form for filling up.
2. Please pay the application fee of Rs. 500/- (US \$ 50.00 or its rupee equivalent for Indian citizen staying outside.) as indicated in the JU website (www.jaduniv.edu.in). Follow instructions for making payment and take print out of the receipt of payment / challan obtained. For making online payments, (a) Net banking, (b) Debit / Credit / Rupay card, (c) Challan (for making cash payment at SBI branches) options will be available. Use anyone of the options for making payment. (from within India).
3. Please submit seven hard copies of the complete application form (one original and seven photocopies) along with all enclosures including attested/self attested photocopies of all certificates and testimonials(in a single copy) and **filled in format for API based PABS format**. Filled-in applications are to be submitted either by post **Under Certificate of Posting**, preferably by **Registered Post** to the '**Registrar, Jadavpur University, Aurobindo Bhavan, 188, Raja S.C. Mallick Road, Jadavpur, Kolkata 700032**' or **in person** to the '**Information office**' on all working days **within 11.00 a.m. to 4.00 p.m. Application form without PABS format and demand draft will not be considered.**
4. Please super scribe the envelop with the name of the post applied for and the Advertisement Number.
5. Those who are already in service should apply through proper channel.
6. Canvassing in any form will disqualify a candidate.
7. Mere submission of application does not guarantee a call for interview as the method of screening will be applied as per the selection criteria of the University. Selection will be made as per university selection procedure. University reserves the right for selection.
8. **All qualifications, experience will be recognized till the last date of submission of application.**
9. Please follow JU website for any update / notification time to time regarding above selections.
10. University will not be liable for any kind of postal delay.
11. Incomplete applications will be rejected without any intimation.
12. Apply separately for more than one post paying fees accordingly.

REGISTRAR