



**JADAVPUR UNIVERSITY
KOLKATA – 700 032**

Ref. No. REC/N/118/2020
Dated – 10/08/2020

C I R C U L A R

Applications in the prescribed form (available at the J.U. website : www.jaduniv.edu.in) are invited from the staff members who have rendered service for at least four years in the categories of Darwan / Sr. Darwan / Head Darwan for consideration of appointment to the following post :

1. **Cash Sarkar** : One post (UR)
Scale of Pay : Rs. 24,300/- at Pay Level 4 (Rs. 24,300 – 62,600)

Job Specifications :

- a. Deposit of daily cash balances (of substantial amount) of the Bank everyday (even 2 or 3 times a day), visit to Banks for all deposits, balance enquiry & other related business.
- b. Draw cash balance from Banks of 'self cheques (even 2 or 3 times a day, on occasions).
- c. To co-ordinate Government department in collecting orders & submitting utilization certificate and other letters.
- d. Counting of coins required for payment, in custody of the cashier, everyday to the staff and students.
- e. Collection of coins from the open market when not available in the market.
- f. To keep liaison with Pay & Accounts office for all transaction including collection of cheque.
- g. Count signed cheques and assist the Cashier in maintaining records thereof, deposit of Cash / Cheques for payment of Telephone Bill / Electric Bill / KMC / Other Taxes etc.
- h. Help the counter assistants in supplying coins and promissory notes from the custody of Cashier & receiving collections from Assistant and assist the Cashier in keeping records thereof.
- i. Assist the Cashier in various other jobs as required from time to time.
- j. Report to the Cashier on daily basis regarding daily collection (either by Cash or by DD / Cheques / Others) along with denomination for Cash collection.
- k. Collection of Bank Balance, Bank Statement & other documents from Bank as per the advice of Office-in-charge / Finance Officer.
- l. Carrying of Fixed Deposit and other documents issued by Banks & keeping the same in the custody of University.
- m. Any other job as assigned from time to time by the Officer-in-Charge.

The application form should reach to the Senior Superintendent, Personnel Section by 01.09.2020 between 11.00 a.m. to 04.00 p.m. After due date no application will be considered.

J. Sam
10/08/2020
Registrar