



**JADAVPUR UNIVERSITY
KOLKATA – 700 032**

Dated : 17.12.2021

EMPLOYMENT NOTIFICATION NO : A2/C/8/2021

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

1. Cashier : One post (UR)

Essential Qualifications:

- B.Com (Hons.) Degree with at least 50% marks.
- At least 5(five) years of experience in handling and recording of cash and bank transaction in Government or Government aided or reputed commercial establishment.
- Sound knowledge of operation of computers and financial packages particularly TALLY based accounting software & Office software.

Desirable Qualifications:

- Post Graduate Diploma in Financial Management/Accounting
- A Master Degree

Scale of Pay : Rs.37100 at pay level 9 (Rs.37100 – 95500)

Age: Maximum 40 years

NB:

- 1) Internal (permanent) staff members may also apply provided they have required qualifications for the post.

Deadline for submitting application is “10.01.2022” (Payment link closes at 12 Noon)

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

- Blank application form in ‘pdf’ format is available at the JU website : www.jaduniv.edu.in
Download the application form for filling up.
- Please pay the application fee of Rs. 250.00 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, (2) 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.



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3. Fill up the blank application form and send the complete application form along with attested photocopies of **all certificates and testimonials, and a copy the receipt of payment / challan**, strictly to the '**Registrar, Jadavpur University, P.O. Jadavpur University, Kolkata - 700032**'.
4. **Please super scribe the envelop with the name of the post applied for and the Advertisement No.**
5. Those who are already in service should apply through proper channel.
6. Canvassing in any form will disqualify a candidate.
7. Mere application does not guarantee a call for test/interview. Selection will be made as per university selection procedure. University reserves the right for selection.
8. **All qualifications, experience, age limit will be recognized up to last date of receiving application.**
9. **Application submitted/sent to addresses other than that given at Sl.No.(3) will not be considered.**
10. Please follow JU website for any update / notifications time to time regarding above selections.
11. University will not be liable for any kind of postal delay.
12. Incomplete applications will be rejected without any intimation.

REGISTRAR