



SIDHO-KANHO-BIRSHA UNIVERSITY

PO-Purulia Sainik School, Ranchi Road, Dist –Purulia, 723104

Advt/1084/NTS/SKBU/16

10.11.2016

Applications in prescribed format are invited for the following posts –

1. **Secretary to Vice Chancellor** – 1 post [UR] (Scale of pay Rs. 9000/- to 28,300/- + GP Rs. 4600/-)
2. **Junior Assistant** – 2 posts : [EC (OBC –A) -1 & Ex Serviceman -01], (Scale of pay Rs. 7200 – Rs. 25,400/- + GP Rs. 3300/-)
3. **Laboratory Assistant** – 1 post – [UR])Scale of pay Rs. 7200 – Rs. 25,400/- + GP Rs. 3300/-
4. **Cashier** – 1 post –(UR), (Scale of pay Rs. 5400/- – Rs. 18,600/- + GP Rs. 2600/-)
5. **Laboratory Attendant Gr.III** – 1 post [EC (OBC-A)] (Scale of pay – Rs.5400/- Rs. 18,600/- + GP Rs. 1800/-)

➔ **Secretary to Vice-Chancellor-** 1 post [UR] (Scale of pay Rs. 9000/- to 28,300/- + GP Rs. 4,600/-)

Qualification :

Essential : Graduation in any stream Shorthand speed- 100 W/pm in English, typing ability with minimum speed 40 words per minute in English and Computer proficiency (Skill in word Processing)

Desirable: At least 10 years experience in Institute of Higher Education with adequate Secretarial proficiency. Hons. in English

Age : As per Govt. rules, relaxable in case exceptionally good candidates.

Those who have applied earlier need not apply.

➔ **Junior Assistant :** 2 posts : [EC (OBC –A) -1 & Ex Serviceman -01], (Scale of pay Rs. 7200 – Rs. 25,400/- + GP Rs. 3300/-)

Qualification : Passed H. S. or equivalent examination (10+2) and Computer proficiency.

Age : As per Govt. rules, relaxable in case exceptionally good candidates.

→ **Laboratory Assistant** : 1 post – [UR])Scale of pay Rs. 7200 – Rs. 25,400/- + GP Rs. 3300/-

Qualification :

Essential : B.Sc.(Gen) preferably with Botany, Zoology, Chemistry or related subjects having basic Computer knowledge.

Desirable : Experience of two years service in a lab or equivalence category in UG Govt/ Govt Sponsored/ affiliated College/University.

Age : As per Govt. rules, relaxable in case exceptionally good candidates.

→ **Cashier** : 1 post –(UR), (Scale of pay Rs. 5400/- – Rs. 18,600/- + GP Rs. 2600/-)

Essential Qualification: Graduate having experience of Cash transaction, book keeping with basic computer knowledge.

Age : As per Govt. rules, relaxable in case exceptionally good candidates.

→ **Laboratory Attendant Gr.III** – 1 post [EC (OBC-A)] (Scale of pay – Rs.5400/- Rs. 18,600/- + GP Rs. 1800/-)

Qualification : Passed class VIII, but below HS or equivalent examination (10+2), some experience in a Laboratory and aptitude in Bio Science and related subjects and experience in handling laboratory equipment will be desirable.

Age : As per Govt. rules, relaxable in case exceptionally good candidates.

Filled up Application form with attested Xerox copies of relevant documents along with a non-refundable demand draft of Rs 300/- in favour of Sidho-Kanho-Birsha University, Purulia, payable at Purulia, should reach at University office on or before 3:00 pm of 18th November 2016.

Registrar