

**KAZI NAZRUL UNIVERSITY**  
**ASANSOL, BURDWAN**

**Advertisement No: NTS/14/01 Dated, 2<sup>nd</sup> March, 2014.**

Applications are invited from Indian citizens in the prescribed forms to be downloaded from the University **Website: [www.knuedu.in](http://www.knuedu.in)** for recruitment to the following **Non -Teaching Posts.**

Downloaded form must be accompanied by a Crossed Demand Draft of requisite fee drawn in favour of Kazi Nazrul University payable at Asansol for the following posts. Applicants must have the minimum qualifications & experience as per relevant latest recruitment rules for the Non Teaching Staff in the State-aided Universities. Complete applications in the prescribed forms along with photo copies of all credentials must reach the office of the Registrar latest by **31.03.2014**. (Through proper channel, in case of already employed candidates) by registered / speed post only. **No TA/DA is admissible for attending the interview.** Incomplete applications will be rejected.

- 1. Secretary to the Vice- Chancellor: - No. of Post. -01(one) (UR). Pay Band Rs. 9000/- - 28300/- plus G.P. Rs. 4600/-.[Price of Form Rs.400/- (General Category), Rs. 200/- (Reserved Category) ].**

**Essential Qualification:** (a) Graduation in any stream: Shorthand speed- 100w/ pm in English: Computer Proficiency (skill in word processing).

(b) Upper Age limit: As per Govt. Rule.

**Desirable:** At least 10 yrs. experience in Institute of Higher Education with adequate Secretarial proficiency. Honours in English.

- 2. Junior Assistant. (with computer /typing knowledge) No. of Posts-05 (five); [SC-1. UR-2, UR-1(E.C.), ST-1]. Pay Band Rs.7200/- 25400/- plus G.P. Rs. 3300/-.[Price of Form Rs. 300/- (General Category), Rs. 150/- (Reserved Category)].**

**Essential Qualification:** (a) Higher Secondary (10+2) with Diploma/Certificate course in Computer of at least six months duration from a Govt. or recognized Institution. (b) Upper age limit: As per Govt. Rules.

- 3. Cash Assistant: No. of Posts-02 (two) [SC-1. UR-1], Pay Band Rs.7200/- 25400/- plus G.P. Rs. 3300/-.[ Price of Form Rs. 300/- (General Category), Rs. 150/- (Reserved Category)].**

**Essential Qualification:** (a) Higher Secondary (10+2) with Diploma/Certificate

course in Computer of at least six months duration from a Govt. or recognized Institution. (b) Upper age limit: As per Govt. Rules.

4. **Junior Peon:** No. of Posts- 05 (five) [SC-1, UR-1, UR-1(E.C.), ST-1, UR-1(Ex-Serviceman)]. Pay Band Rs.5400/- 18600/- plus G.P. Rs. 1800/-. [Price of Form Rs.200/- (General Category), Rs. 100/- (Reserved Category)]. – (a) **Essential Qualification:** (a) Passed Class VIII. (b) Upper age limit: As per Govt. Rules.
5. **Junior Library Attendant:** No. of Posts- 02 (two) [SC-1, UR-1]. Pay Band Rs.5400/- 18600/- plus G.P. Rs. 1800/-. [Price of Form Rs.200/- (General Category), Rs. 100/- (Reserved Category)]. – (a) **Essential Qualification:** Passed Class VIII. (b) Upper age limit: As per Govt. Rules.
6. **Junior Laboratory Attendant:** No. of Post- 01 (one) [UR]. Pay Band Rs.5400/- - 18600/- plus G.P. Rs. 1800/-. [Price of Form Rs.200/- (General Category), Rs. 100/- (Reserved Category)]. – (a) **Essential Qualification:** Passed Class VIII. (b) Upper age limit: As per Govt. Rules.

Sd/-

Registrar