



VIDYASAGAR UNIVERSITY

MIDNAPORE - 721102

Employment Notification: *VU/R/Advt./ 01/2024 Dated: 09.08.2024*

Vidyasagar University invites application form the eligible Indian Nationals on the prescribed form available in the University website for the post of **(01) Programme Officer (Purely on contract basis) and (02) Publication Officer (Purely on contract basis)** on or before **29.08.2024** with Bank Draft in favour of "Vidyasagar University " payable at Midnapore of ₹.600/- for S1. No. 01 and 02. For details of Minimum qualifications, age, experience and salary etc. please visit the University website www.vidyasagar.ac.in

Dr. J. K. Nandi
Registrar

Please Publish it in –

- a. The Times of India – Ei Samay Combo
- b. The Biplabi Sabyasachi
- c. The Upatyaka

Copy for information to:

1. The Senior Information Scientist for wide circulation in the University website,
2. Dr. Jitendra Nath Murmu, Establishment Section,
3. Enquiry Section, VU,
4. Secretary to the Vice-Chancellor for information to the Hon'ble Vice-Chancellor,
5. Office Supdt., Office of the Registrar



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Vidyasagar University invites application form Indian Nationals for filling up of the following posts:

1. Programme Officer (Purely on contract basis): 1(One) Post (Unreserved)

Consolidated Pay: ₹. 21,600/- plus other allowances as admissible (per month)

Minimum Eligibility Criteria:

- i. Post Graduate degree with 55% Marks from recognized University.
- ii. Reasonable Experience in coordination and creation of Audio Content in computer, recording, handling Audio system and Transmitter, Transmitting Audio contents through Transmitter, Mixture and computer, handling of computer and working experience in MS Office, Sound/Music/Audio editing (sound forge / adobe / avid etc.)

Desirable qualification:

- i. Prior experience of working in broadcasting station with similar nature of work. Voice clarity with Rich vocabulary and clear pronunciation. Experience as anchoring in Public speaking/ Prestigious events
- ii. PG diploma in Mass Communication.

2. Publication Officer (Purely on contract basis): 1(One) Post (Unreserved)

Consolidated Pay: As per University norms

Minimum Eligibility Criteria:

- i. A graduate degree with 55% marks or equivalent grade from a recognized university;
- ii. A degree or a three-year diploma in printing technology or two-year PG diploma in Book Publishing from a recognized institution/ university;
- iii. Experience in printing/ production of books, journals and general publication in a reputed publishing/ printing organization or in a government or autonomous organization;
- iv. Expertise in Printing Technology;
- v. Expertise in Digital Publishing;
- vi. Expertise in content development, editing, copyediting and proof-reading;
- vii. Communicative skills (English/ Bengali/ Hindi);
- viii. Writing skills (Writing journalistic report for print and electronic media);
- ix. Previous work experiences in publication houses are preferable;
- x. Knowledge of Computer and its applications;

General Instructions:

1. Downloaded application form available in the University website(www.vidyasagar.ac.in).
2. Bank Draft in favour "Vidyasagar University" payable at Midnapore of ₹.600/- for S1. No. 01 and 02
3. Completed Application in all aspects should be sent to **The Registrar, Vidyasagar University, Midnapore – 721102, Paschim Medinipur, West Bengal** latest by 29.08.2024. The University will not be responsible for any postal delay. **Application should be sent in a cover envelop mentioning the name of the post applied for.**
4. In case of contractual posts, the appointment will be made initially for a period of 1(One) year. Based on the performance, contract may be renewed for a further period.

5. OBC-A, OBC-B, SC, ST, EC certificate, (as the case may be, if applicable) issued by the competent authority of Govt. of West Bengal only, will be considered.
6. Persons employed in Government / Semi Government Organizations / Autonomous Bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' from present employer during the time of interview. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.
7. Age relaxation for SC/ST/OBCs/Ex-Serviceman and Persons with Disabilities (PWD) is applicable as per Government norms. Age relaxation is also applicable those are working at Vidyasagar University.
8. Candidates should submit their SC/ST/OBCs/ Ex-Serviceman, Disability Certificate issued by Competent Authority in the prescribed format along with the application form, in support of their claim.
9. The University reserves the right of rejecting any or all the applications without assigning any reasons thereof.
10. Mere eligibility will not vest any right on any candidate for being called for interview / written test. The decision of the University in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection. **Canvassing in any manner would entail disqualification of the candidature.**
11. Incomplete applications or applications without self-attested copies of certificates or received after the last date are liable to be rejected. The University reserves the right to conduct the written / screening test, if the number of applicant is large for a particular post.
12. Applications received without requisite fees will be rejected.
13. ***NO INTERIM ENQUIRIES WILL BE ENTERTAINED.***
14. **Applicants should submit an undertaking, available with application form in the University website (www.vidyasagar.ac.in).**
15. **One original and 07 (seven) photocopies of the duly filled-in application forms are to be submitted. All enclosures including self-attested copies of testimonials are to be submitted along with the first (original) copy.**

Registrar