



# VIDYASAGAR UNIVERSITY

MIDNAPORE – 721102

## WALK-IN-INTERVIEW

### Employment Notification : VU/R/Advt./1126/2017 dated : 27.11.2017

Vidyasagar University needs (1) Office Assistant (Technical Grade), (2) Office Assistant and (3) Office Attendant purely on hiring service basis for the Directorate of Distance Education. Interested candidates are requested to appear before the walk-in-interview on *the dates as mentioned for each of the post at the Surya Sen Savakaksha of the Administrative Building (Annex)* of this University along with a full bio-data and self-attested copies of all supporting documents including originals for verification. It may be noted that the authority of Vidyasagar University may conduct written examinations for shortlisting. The details of the post are mentioned herein below.

**1. Name of the Post: Office Assistant (Technical Grade) (purely on hiring service basis)**

**Date of Interview: 19.12.2017 (Tuesday) at 11.30 am**

**Remuneration: As per University norms.**

**Essential Qualification and experience:**

Graduate with 06 (six) years working experience (out of which at least 5 years should be a recognized organization) in the following fields:

- i. Independent correspondence related to building construction and communication with statutory authorities, correspondence related to documentation.
- ii. Preparation of drafts for different agreements and maintenance of bill register, ledger, cashbook and experience of correspondence with bank/financial bodies.
- iii. Typing of all office correspondences including preparation of final accounts (Trading, P & L A/c and Balance Sheet).

**Desirable:**

- i. Commerce Graduate
- ii. Working knowledge about architectural Auto Cad drawing for building.

**2. Name of the Post: Office Assistant (purely on hiring service basis)**

**Date of Interview: 19.12.2017 (Tuesday) at 11.30 am**

**Remuneration: As per University norms.**

**Essential Qualification and experience:**

- i. Graduate from a recognized university with basic computer knowledge

**Desirable:**

- i. Interested in Women Studies
- ii. Preferably from the fields of History, Political Science, literature and other social science groups.

**3. Name of the Post: Office Attendant (purely on hiring service basis)**

**Date of Interview: 22.12.2017 (Fridayday) at 11.30 am**

**Remuneration: As per University norms.**

**Essential Qualification and experience:**

- i. Higher Secondary or equivalent from a recognized Board / University

**(Dr. J. K. Nandi)**

**Registrar**