



UNIVERSITY OF CALCUTTA

Ref. No.:CS_OPT/01

Dated: 18-08-2025

Advertisement for Recruitment of Contractual Staff on Temporary Basis for the Office of Placement and Training under Registrar's Department

The University of Calcutta intends to engage contractual employees on purely temporary basis for the Office of the Placement and Training (under Registrar's Department) in its College Street Campus.

Applications are hereby invited for the following temporary position on purely contractual basis.

The details are given as below.

Details	Requirement/Information
Contractual Position	Placement & Training Executive
No. of vacancy	Total:02 [1 (SC) 1 (UR)]
Essential qualification & experience	<ul style="list-style-type: none">• Graduation with at least 60% marks or equivalent CGPA• English language proficiency (reading/writing/spoken).• Professional qualification - Proficiency in MS-Office software (Excel, Word, PowerPoint).
Desirable/Preferred	<ul style="list-style-type: none">• Two (2) years of working experience in Govt./Private Institution in Training & Placement related work.• Higher Academic Qualification/ Professional Qualification, if any.
Age Limit	35 years (as on 1st June 2025) [Relaxation as per rules will be applicable for reserved candidates]
Emoluments per month	Rs. 20,000/- (Consolidated)

APPLICATION LINK:

<https://docs.google.com/forms/d/e/1FAIpQLSfd7HVArXlkyMoiSCMuufmD6y-Gll1QjyrWlY-NzjX2lw7aSq/viewform?usp=dialog>

Specific Instructions for Applicants:

1. Applicants should apply through the link given above in this advertisement.
2. They must take a print of the application document after filling in and sign on this print and then scan the signed copy and send it as attachment to the following email I.D. within 15 days from the date of publication of advertisement in newspaper.: ptrecruitmentcu@gmail.com
3. Submission of both the online form and the email with a scanned copy of the signed application form are mandatory (Note: *No hard copies are to be submitted physically*).

4. The shortlisted candidates will be informed through email for appearing before a selection committee for interview in physical mode. The exact schedule of this interview will be communicated to these candidates in the said email.

6. The candidates appearing before the selection committee for an interview should bring bio-data, unique id submitted during form submission, caste certificate, copies of recent passport-sized coloured photographs and self-attested photocopies of certificates and marksheets in support of age and experience along with the original documents.

7. Applicants are not required to send multiple emails for any further inquiry after submission of their application. Shortlisted candidates are to be contacted by email in time.

General Terms and Conditions:

1. The successful applicants will be offered letter of appointment on a contractual basis for an initial period of 11 months only. The contract may be renewed/extended in case of satisfactory performance after this period as per the decision of the University.

2. The advertised positions are meant for temporary engagement only. The University may terminate the contract at any point of time it may deem fit.

3. In case the temporary contractual employee wishes to terminate the contract before it's expiry, he/she is required to give a prior notice (at least one month prior to effective date of resignation) to the reporting officer and hand over all documents, log-in credentials, office equipment before ending such contract.

4. Mere fulfilling the essential qualifications & experiences does not guarantee a call for the interview or a selection, however objectivity will be maintained for short-listing of candidates as far as is practicable. The University of Calcutta reserves the right to consider or reject any application/candidature.

5. Persons already in regular full-time service under any Government department/organization are not eligible to apply.

6. No T.A./D.A. will be paid to attend the interview and applicants have to arrange transport/accommodation for themselves.

7. Submission of wrong or false information during the process of selection will disqualify the candidate at any stage.

8. The decision of the competent authority will be final and binding in the selection of candidates.

9. Ordinarily, the contractual employee is required to work during office hours on office days, however, he/she may have to work on holidays and beyond working hours as and when necessary.

10. Any facilities entitled to the regular staff of the university are not admissible to the contractual employee.

11. Canvassing in any form will be liable for a disqualification at any stage of the selection process.

12. Corrigendum/addendum/further information, if any, in respect to this advertisement, will be published on the university website only. Hence, the candidates are advised to check the website of the University of Calcutta regularly for further updates related to this advertisement.