



# VIDYASAGAR UNIVERSITY

MIDNAPORE- 721102

## WALK-IN-INTERVIEW

**Employment Notification: VU/R/Advt./8/2022 dated: 12.12.2022**

Vidyasagar University is in process to select of *one Office Assistant (sports) and one Office Assistant for NSS* purely on hiring service basis. Interested candidates are requested to appear before the walk-in-interview on **19.12.2022 (Monday) at 12.30 pm at the Committee Room -1, Vidyasagar Bhavan** of this University along with filled in proforma 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 short listing. For details please visit [www.vidyasagar.ac.in](http://www.vidyasagar.ac.in).

**Dr. J. K. Nandi**  
**Registrar**

**Please publish it in -**

- i. The Midnapore Times
- ii. The Upatyaka
- iii. The Biplabi Sabyasachi

**Copy for information to:**

1. The Dean of Students' Welfare,
2. The Senior Information Scientist for wide circulation on the University website,
3. Dr. Jitendra Nath Murmu, Establishment Section,
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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**1. Name of the Post:- Office Assistant (Sports), (Purely on hiring services basis).**

**Remuneration:- As per the University Norms.**

**Essential Qualification:-**

**(A) Graduate degree in any subject from a recognized University.**

**(B) Candidate must be meritorious sports person, at least Inter University participation Certificate.**

**Desirable: The candidate will be required to furnish at least 60 days duration basic computer training certificate from a Government authorized training institute.**

**2. Name of the Post:- Office Assistant for NSS, (Purely on hiring services basis).**

**Remuneration:- As per the University Norms.**

**Essential Qualification:-**

**(A) Graduate degree in any subject from a recognized University.**

**(B) Diploma/Certificate course in computer (Minimum six months)**

**(C) Experience on computer handling (typing, sheet format etc) with idea on NSS Cell.**

**General Information**

1. Interested candidates are requested to report at **12 noon** on that day along with filled in proforma enclosed along with this advertisement and self-attested copies of all supporting documents including originals.

**Registrar**



## Vidyasagar University

Application Form for Office Assistant (Purely on hiring service basis)

Attach  
signed  
photograph

1. Name of the Applicant in full : \_\_\_\_\_  
(Block letters) (First) (Middle) (Last)
2. Date of Birth (DD/MM/YYYY) : \_\_\_\_\_
3. Nationality : \_\_\_\_\_
4. Marital status : \_\_\_\_\_
5. Contact Details
- a. E-mail : \_\_\_\_\_
- b. Phone (Mobile) : \_\_\_\_\_
6. Sex (Please tick) : Male / Female
7. Category :
8. Academic Records:

| Examination / Degree | Board / Council / University / | Year of passing | Division / Class | % of marks | Remarks |
|----------------------|--------------------------------|-----------------|------------------|------------|---------|
|                      |                                |                 |                  |            |         |
|                      |                                |                 |                  |            |         |
|                      |                                |                 |                  |            |         |

9. Employment Records:

| Institution / Organization | Post | Date of Joining | Date of leaving | Remarks |
|----------------------------|------|-----------------|-----------------|---------|
|                            |      |                 |                 |         |

10. Any other information : \_\_\_\_\_

### DECLARATION

I hereby declare that the entries made in this form are true to the best of my knowledge and belief.

Place: \_\_\_\_\_

Date : \_\_\_\_\_

-----  
Full signature of the Candidate