

ST. XAVIER'S UNIVERSITY, KOLKATA

RECRUITMENT OF OFFICER & STAFF

Employment Notification No.: 01 (10/2026/NON-TEACHING) Dated: 14.10.2026

Last date of online application: **12.11.2026**

Last date for the receipt of the hard copy of the application along with all supporting documents: **16.11.2026**

STAFF

DESIGNATION	DISCIPLINE	ELIGIBILITY	• SKILLS & ATTRIBUTES	PAY STRUCTURE
Laboratory Assistant	1. Computer Science 2. Electrical Engineering	Education: B. Tech in the discipline or BCA with minimum 50% marks in aggregate or equivalent grade Desirable: Two (2) Years of experience in the similar capacity	• Proficient in preparing samples for analysis. • Operation and routine calibration of laboratory equipment. • Accurate recording of experimental data in logbooks or Laboratory Information Management Systems (LIMS). • Strict adherence to safety protocols and meticulous compliance with Standard Operating Procedures (SOPs). • Routine cleaning, sterilization, and basic troubleshooting of laboratory apparatus (as applicable). • Troubleshooting equipment and experimental procedures. • Adequate computer skills, including MS Word and advanced MS Excel. • Strong interpersonal, communication, and writing skills.	Entry Pay: ₹22,600 plus allowances and benefits *
Office Assistant**		Education: Bachelor's degree in any discipline with minimum 50% marks in aggregate or equivalent grade Desirable: One (1) Year experience in the similar capacity	• Adequate Skills in Computer Operation with WORD & advanced EXCEL • Good Interpersonal communication and writing skills. • Letter drafting • Understanding the filing procedures. • Understanding of Office Management.	Entry Pay: ₹22,600 plus allowances and benefits *
Gym Trainer (Contractual) For a Period of 1 Year	---	Education: A graduate in any discipline with the following essential professional qualifications and experience Professional Qualifications: i. Diploma / Certificate in Fitness Trainer from any recognised institute ii. Diploma / Certificate in Nutrition / Nutrition and Dietetics from any recognised institute Experience: Minimum 3 (three) years' experience in Govt. Registered gymnasium or educational institute	• Good knowledge of exercise, physical fitness, and basic nutrition. • Knowledge of proper exercise techniques, gym hygiene, health and safety practices. • Ability to design, implement, monitor and modify exercise/training programmes according to individual needs and fitness levels. • Ability to motivate, guide and encourage students/staff. • Good communication and interpersonal skills, with the ability to interact effectively with students/staff. • Ability to supervise and manage students/staff in the gym and ensure adherence to gym rules and safety protocols. • Basic knowledge of injury prevention, identification of potential risks, and appropriate referral to a healthcare professional when necessary. • Knowledge of First Aid and CPR would be desirable. • Good time-management skills, punctuality and professional conduct. • A patient, approachable and friendly attitude.	₹25,000 (Consolidated)

* **Allowances and benefits:** In addition to the entry pay, there will be House Rent Allowance-12% (up to maximum limit of ₹12,000), D.A. - 18%. The selected candidate/s will be eligible for a Group Mediclaim of ₹4,00,000 for self, spouse, and two children (up to 18 years of age).

** The selected candidate may require joining in the morning or day section.

All marks to be calculated /converted as per the prescribed procedure of the degree awarding Institute/University. All are requested not to round off the marks. Only full-time experience will be considered and will be counted as on last date of application.

AGE LIMITS AS ON 12.11.2026.

Laboratory Assistant – Between 28 Years and 35 Years

Office Assistant - Between 25 Years and 35 Years

Gym Trainer - Between 30 Years and 40 Years

- **Last date for online application is 12.11.2026.**

(Applicants need to take printout of the application and send it to The Registrar along with all supporting documents. Application will be liable to be cancelled if hardcopy of the application and the documents are not received within specified time.)

- **Last date for the receipt of the hard copy of the application along with all supporting documents: 16.11.2026**

Please note that print out of the application form along with all supporting documents will be accepted through speed post/ registered post/courier / hand delivery addressed only to:

The Registrar,

St. Xavier's University, Kolkata

Premises No. IIIB - 1, Action Area IIIB

New Town, Kolkata 700 160

NOTES:

- i. The University will not entertain incomplete applications in any respect.
- ii. Mere fulfilment of the aforementioned qualifications & experience does not entitle a candidate to be called for an interview.
- iii. The University reserves the right to consider and to fill or not to fill positions in any of the above and/or any other specialisation(s).
- iv. No correspondence whatsoever will be entertained from candidates regarding postal delays, the conduct and results of the interview, or reasons for not being called for the interview or selection.
- v. All qualifications must be from a UGC-recognised University/Deemed University/MHRD-approved autonomous institution (wherever applicable). The courses offered by autonomous institutions should be equivalent to the relevant course approved/ recognised by the Association of Indian Universities (AIU).
- vi. For a regular appointment, there would be a 2-year probation period.
- vii. **Last date of online application: 12.11.2026**

Last date for the receipt of the hard copy of the application along with all supporting documents: 16.11.2026

Please note that a printout of the application form, along with all supporting documents, can be sent by speed post/registered post/courier/hand delivery. Kindly send the documents to the address given below.

The Registrar,

St. Xavier's University, Kolkata

Premises No. IIIB - 1, Action Area IIIB

New Town, Kolkata 700 160

- viii. Applications received after the due date will not be considered.
- ix. **The University will send communications only by email to the short-listed candidates.**
- x. Canvassing in any form will disqualify.
- xi. The candidature of an applicant will be cancelled if the relevant documents are not submitted.
- xii. **Selection may be made through multiple-level screening including (i) written test (for screening purposes only) (ii) computer skills test (for screening purposes only)/ practical test (for screening purposes only), and (iii) interview.**
The Selection Committee will have the right to cancel candidature at any time in case the qualification and experience criteria are not met.
- xiii. If it is found that the documents submitted by the candidate are not genuine or that the candidate has clandestine antecedents and he or she has suppressed the said information, the candidature/appointment at the University shall be cancelled/terminated at any point in time.
- xiv. An interview will be held on the University Campus, where the candidate must be physically present; there will be no provision for an online interview.

- xv. Those who were terminated earlier will not be eligible to apply for any post within 5 years from the effective date of termination.
- xvi. Those who resigned earlier will not be eligible to apply for any post at the same level/grade within 5 years from the effective date of resignation.
- xvii. Those who were selected for a post, accepted the offer, and later declined or did not join will not be eligible to apply for any post within 5 years of accepting the offer.
- xviii. Those who were selected for a post but declined within the stipulated period will not be eligible to apply for any post at the same level/grade within 3 years from the date of acceptance of the offer.
- xix. All current University employees must obtain a 'No Objection Certificate (NOC)' from the Vice-Chancellor before applying for a post. A copy of this certificate must be submitted with the application.

[CLICK HERE FOR ONLINE APPLICATION](#)