



**JADAVPUR UNIVERSITY  
KOLKATA – 700 032**

Ref. No. REC/N/ 150 /2024  
Dated – 13.05.2024  
16

**NOTICE**

I am directed to inform that an Officer on Special Duty (OSD) will be appointed from the permanent faculty members and permanent officers of Jadavpur University only, to look after the issues of security, especially at night time and holidays related to Hostel boarders, health and hygiene, beautification of all the premises of the University. The details are mentioned below -

1. **Name of the post** : OSD Administration
2. **Numbers of vacancy** : One
3. **Period of contract** : Six months. The contract may be terminated by either side at any time, by giving one month notice. The University authority may terminate the contract immediately.
4. **Job location** : All the premises of Jadavpur University
5. **Job profile** : Look after all kind of security especially at night time and holidays, maintenance of health and hygiene of residential stakeholders, beautification of all campuses of the University. Visit physically at the place of occurrence and relevant offices. as and when required. Maintain official liaison with concerned authorities and documentation.
6. **Remuneration & assistance** : Rupees 25000/- (Rupees twenty five thousand) per month. One vehicle along with a driver will be provided, as and when required. The security persons, hostel employees, Estate employees and Medical Officer along with other staff will be provided for necessary assistance.
7. **How to apply** : Interested only permanent faculty members and permanent officers of Jadavpur University may submit duly filled in application form as per the application form at Annexure – I, address to the Registrar, Jadavpur University, Kolkata 700 032. Only the hard copy of the application will be accepted.

Only short listed candidates will be called for further administrative jobs. The decision of the University authority on selection of the candidate will be final and no correspondence on this subject will be entertained. Last date of receiving the application is 06.06.2024. Application received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed format are liable to be rejected.

*Room*  
*Registrar* 16.05.24

Annexure - I

Application form for the post of OSD (Admin) on contractual basis at Jadavpur University.

To  
The Registrar  
Jadavpur University  
Kolkata - 700 032.

Self-attested  
photograph

- i. Name -
- ii. Date of birth -
- iii. Designation & Department / School -
- iv. Address for correspondence including mobile no. & e-mail id -
- v. Details of course / training program attended, if any -
- vi. Additional information, if any which you like to mention in support of your suitability for the post.  
Enclose a separate sheet, if needed.

Signature of the applicant.  
Places and date.

Job Responsibility :

1. Look after all kind of security especially at night time and holidays.
2. Maintenance of health and hygiene of residential stakeholders including Hostel Students during night time and holidays.
3. Maintenance of campuses of the University. Visit physically at the place of occurrence and relevant offices, as and when required. Maintain official liaison with concerned authorities and documentation.

Copy to: All Departments/Sections/Schools/Centre/Students Union(Including Salt Lake Campus)  
Mr. Shyamal Bose, System Administrator, for display in the JU website.