



**MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL**  
(Formerly known as West Bengal University of Technology)  
Main Campus: Simhat, Haringhata, Nadia-741 249, West Bengal, India

Ref. No. Adv./01/2021  
Dated : 01/06/2021

**EMPLOYMENT NOTIFICATION NO : 01/2021**

The University invites applications from Indian Nationals in the prescribed form for the following post for:

Sl No	Name of the Post	No. of Vacancy	Reservation					
			UR	SC	ST	Differently abled	OBC-A	OBC-B
1	PA to VC	01	01	x	x	x	x	x

**Essential Minimum Qualification:**

For Sl.No.1	:	Honours Graduate in any branch with the speed of 80 and 30 words per minute in stenography and typing respectively and proficiency in English Composition and Spoken English & use of computer tools for office work.
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**Desirable Qualifications:**

For Sl.No.1	:	Basic knowledge in computer including the knowledge on Office Software and/or knowledge of using different software / ERP. Two years experience in the line.
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**Scale of Pay:**

For Sl.No.1	:	Rs. 9000- 28300 with Grade Pay Rs.4400 [Present revised pay in Pay Matrix as per Memorandum No.16F(P1) dt. 02/01/2020 - Rs.35800 (Level-8)] plus allowances as per University Rules
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Age	:	18- 40 years (Age relaxation as per norms, for SC/ST/Differently abled and OBC candidates 5 and 3 years respectively)
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**Deadline for submitting application is “21/06/2021” (Payment link closes at 5.00 p.m.)**

**Filling up / submission of Application and other related instructions:**

- 1. Online Application link:** <http://makautrecruitment.mastersofterp.in>
2. Please pay the application fee of Rs. 250.00 (Rs. 125.00 for SC/ST/DA categories). Follow instructions for making payment and take print out of the receipt of payment made. For making online payments, (A) Net banking, (B) Debit / Credit / Rupay card, options will be available. Use anyone of the options for making payment.

3. Downloaded application and online payment receipt shall send along with attested photocopies of **all certificates and testimonials**, strictly to the **Registrar, MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL**, Main Campus: Simhat, Haringhata, Nadia-741 249, West Bengal, India
4. **Please super scribe the envelop with the name of the post applied for and the Advertisement No.**
5. Those who are already in service should apply through proper channel.
6. Canvassing in any form will disqualify a candidate.
7. Mere application does not guarantee a call for test/interview. Selection will be made as per university selection procedure. University reserves the right for selection.
8. **All qualifications, experience, age limit will be recognized up to the last date of application.**
9. **Application submitted/sent to addresses other than that given at Sl.No.(3) will not be considered.**
10. **Please follow MAKAUT website for link of online payment and any update / notifications time to time regarding above selection.**
11. University will not be liable for any kind of postal delay.
12. Incomplete applications will be rejected without any intimation.

**REGISTRAR**