



**St. Xavier's College (Autonomous), Kolkata**  
**Vacancies in Educational Multimedia Research Centre**



**SXC/EMRCRECRUIT/01/2018**

**Dated : 04/03/2018**

Applications are invited from eligible candidates for filling up the following posts:

Sl. No.	Post	Minimum Qualification	Pay Scale	No. of Post(s)
1.	Producer - I	Master's Degree in any subject / Bachelor's degree in Engineering or PG Diploma in Direction from FTII, SRFTI etc. <b>OR</b> Masters in Communication PLUS 3 Years' experience in video production preferably in educational TV.  <b>Desirable:</b> Experience of designing and producing multimedia educational content for digital platform.	15,600-39,100 (PB3) + 5,400 (Pre-revised)	1 (one)
2.	Graphic Artist	Diploma in Applied Art from a recognized institute (5-year structure after class 10) <b>OR</b> Degree in Applied Art <b>OR</b> Equivalent qualifications desirably with experience in Computer Graphics <b>OR</b> Graduate with recognized Diploma in Computer Graphics PLUS 3 years' experience.	9,300-34,800 (PB2) + 4,200 (Pre-revised)	1 (one)
3.	Technical Assistant	HSC (12 <sup>th</sup> ) + 3-year diploma in Electronics from recognized institute PLUS 1 year's experience in operation / maintenance of professional video equipment <b>OR</b> SSC (10 <sup>th</sup> ) + 3 year diploma in Electronics from recognized institute PLUS 3 years' experience in operation / maintenance of professional video equipment.  <b>Desirable:</b> Experience of handling Electrical, Networking and Broadcasting equipment.	9,300-34,800 (PB2) + 4,200 (Pre-revised)	2 (two)
4.	Account Assistant	Commerce Graduate PLUS 5 years' experience in accounting matters in reputed organization.  <b>Desirable:</b> Experience of handling government funds and knowledge about PFMS and GFR.	9,300-34,800 (PB2) + 4,200 (Pre-revised)	1 (one)
5.	Technician	SSC (10 <sup>th</sup> ) with ITI or equivalent certificate in video / audio / electronic / electrician trade / air conditioning PLUS 2 years' experience.	5,200-20,200 (PB1) + 2,400 (Pre-revised)	1 (one)
6.	Driver	SSC (10 <sup>th</sup> ) with valid license to drive public medium heavy vehicle and minimum 3 years' experience.	5,200-20,200 (PB1) + 1,900 (Pre-revised)	1 (one)

For position under Sl. No. 1 the age limit will be 40; for positions under Sl. Nos 2-4, up to 35 years; for positions under Sl. Nos. 5-6, up to 30 years.

## GENERAL INSTRUCTION FOR CANDIDATES

1. Application should be made on plain paper along with one recent colour passport size photograph. It should be accompanied by CV including academic records and details of experience.
2. Candidate(s) applying for more than one post should send separate application for each post and in separate cover superscribed with the name of the post applied for.
3. The process of selection may be by written or proficiency test/interview or a combination of both.
4. Persons serving in Govt./Semi-Govt./PSUs should send their applications either THROUGH PROPER CHANNEL or should furnish a NO OBJECTION CERTIFICATE at the time of test/interview. They may, however, send an advance copy.
5. Fulfilment of qualifications *per se* does not entitle a candidate to be called for test or interview. The College reserves the right not to fill up the posts, or cancel the Advertisement in whole or in part without assigning any reason and its decision in this regard shall be final.
6. OBC candidates are required to attach caste certificate in the format prescribed by the Govt, of India.
7. Relaxation in age, qualification etc. shall be applicable to the OBC candidates as per rules of the Govt, of India/UGC. Employees of Central Govt./State Govt./Universities shall be granted 5 years' relaxation in age limit. The age limit shall be determined with reference to all as on the last date for reaching the application.
8. The College reserves the right to relax any of the qualifications and /or age limit in case of candidates having exceptional capabilities on the recommendations of the Screening Committee. However, the candidate(s) shall not claim it as a matter of right.
9. Candidate not found suitable for a particular position may be considered for a lower position in the same area of specialization.
10. Incomplete applications or those without relevant supporting enclosures (attested copies of degree/ certificates/marksheets/ experience certificate etc.) will be rejected outright.
11. If at any time during tenure of service, it is detected that the documents submitted by the candidates are fake or the candidate has antecedents/background for which he has been convicted by any court and he has suppressed the said information, then his services shall be terminated.
12. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the College reserves the right to modify/withdraw/cancel any communication made to the candidate(s).
13. Application may be submitted personally or sent through **post/courier** to the **Director, EMRC, St. Xavier's College (Autonomous), 493 Ajaynagar, Kolkata 700 094** to reach the Centre latest by **April 4, 2018** up to **4 pm**. Application received after this date/time may not be considered. The College shall not be responsible for postal delay, if any.

**Principal**