



DARJEELING HILLS UNIVERSITY

ITI Building, Bhasmey, Mungpoo, Darjeeling District, West Bengal – 734313

Email: darjeelinghillsuniversity@gmail.com

Recognised under Section 2(f) of the UGC Act, 1956

Reference Number: DHU/ADV/2025/001

Date: February 12, 2025

APPLICATION FOR NON-TEACHING POSTS (TEMPORARY DAILY WAGE BASIS)

Reference: Advertisement Number DHU/ADV/2025/001 Dated 12.02.2025

Applications are invited from eligible candidates for two Non-Teaching Posts (Temporary Daily wage basis) for the Darjeeling Hills University, Bhasmey, Mungpoo, District Darjeeling, West Bengal—734313. The Non-Teaching Posts include one Assistant-A post, and one Assistant-B post. The applicants for these posts should possess the respective qualifications outlined below.

Post Description and Qualifications

Category	Post Description and Required Qualifications	Remuneration
Assistant-A	<p>Responsibilities</p> <ol style="list-style-type: none">1. Preparation of all correspondence and other documentation as may be requested by the administrative officers from time to time, and maintaining the register and copies of all incoming and outgoing correspondences.2. Advising the administrators of impending internal and external work.3. Appropriately execute any other duties as directed by the senior university officers. <p>Minimum Qualification</p> <p>Undergraduate or postgraduate degree in any subject with at least fifty-five percent cumulative score; may be relaxed in consideration of experience.</p> <p>Requirements</p> <ol style="list-style-type: none">1. Upper intermediate proficiency in English language.2. Intermediate proficiency in the Nepali language.3. Proficiency in word processing softwares (such as MS Word and Google Docs) and spreadsheet softwares (such as MS Excel and Google Sheets).	<p>Daily wages of Rs. 500 per day as per Darjeeling Hills University norms</p>



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	<ol style="list-style-type: none">4. Experience with drafting, copyediting or organising correspondences, reports, press releases, news/academic publications or publicity/public relations content.5. Capable of organising and managing correspondence categories and filings, and presenting them in digestible, actionable insights. <p>Bonus: Desirable and valued skills or experiences</p> <ol style="list-style-type: none">1. Advanced proficiency in Nepali language.2. Intermediate proficiency in Bengali language.3. Prior experience working in a university or college administrative office.4. Prior experience working in a legal office or domain.5. Prior experience working in an academic or research setting.6. Familiarity with legislations, statutes, rules and regulations related to higher education.	
Assistant-B	<p>Responsibilities</p> <ol style="list-style-type: none">1. Assisting the Finance Officer with day-to-day accounting, verification of payments, issuance of receipts and cheques, and other related work in the finance office.2. Preparation of all correspondence and other documentation as may be requested by the administrative officers from time to time, and maintaining the register and copies of all incoming and outgoing correspondences.3. Appropriately execute any other duties as directed by the senior university officers. <p>Minimum Qualification</p> <p>Undergraduate or postgraduate degree in accounting or commerce with at least fifty percent cumulative score; subject and score may be relaxed in consideration of experience.</p> <p>Requirements</p> <ol style="list-style-type: none">1. Intermediate proficiency in English language.2. Basic proficiency in Nepali language.3. Proficiency in word processing softwares (such as MS Word and Google Docs) and spreadsheet softwares (such as MS Excel and Google Sheets).	<p>Daily wages of Rs. 500 per day as per Darjeeling Hills University norms</p>



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	<p>Bonus: Desirable and valued skills or experiences</p> <ol style="list-style-type: none">1. Intermediate proficiency in accounting softwares (such as Tally and Zoho Books).2. Elementary proficiency in Nepali language.3. Elementary proficiency in Bengali language.4. Prior experience working in a university or college finance office.5. Prior experience working in an accounting firm, section or domain.6. Familiarity with legislation, norms, statutes, rules and regulations related to higher education finances.	
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The names of the short-listed candidates will be published on the Darjeeling Hills University website (dhu.edu.in). Details regarding the interview dates of these short-listed candidates will also be updated on the university website.

The duly filled in application in the prescribed format along with copy of degree and all other necessary certificates should be submitted at the office of Darjeeling Hills University on or before 18.02.2025. Photocopies of all supporting documents are to be submitted along with the application.


Vice Chancellor
Darjeeling Hills University

Vice Chancellor
Darjeeling Hills University



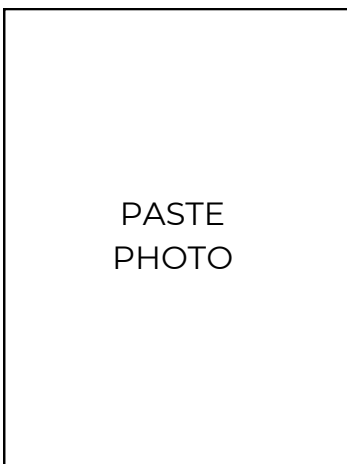
APPLICATION FOR NON-TEACHING POSITION (TEMPORARY DAILY WAGE BASIS)

Reference: Advertisement Number DHU/ADV/2025/001 Dated 12.02.2025

ASSISTANT-A

ASSISTANT-B

WRITE IN BLOCK LETTERS



NAME: _____

ADDRESS: _____

EMAIL: _____

PHONE: _____

DATE OF BIRTH (DD/MM/YYYY): _____

CATEGORY: UNRESERVED ST SC OBC-A OBC-B EWS

NATIONALITY: _____ GENDER: _____

PHONE: _____

DATE OF BIRTH (DD/MM/YYYY): _____

HIGHEST QUALIFICATION: _____

EXPERIENCE AND SKILLS:

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

(6) _____

DECLARATION

I declare that the information furnished above is true and correct to the best of my knowledge and belief and that no related information is concealed. If any discrepancy is found at any stage, the Darjeeling Hills University shall cancel my application/ selection. I am aware that this application is only for temporary post.

Signature of the Applicant

Place: _____

Date: _____

General Instructions:

1. Only shortlisted candidates will be called for interview after scrutinizing the applications.
2. The actual date and time of interview will be intimated on the university website.
3. Candidates should appear for the interview with their original certificates.
4. Candidates attending the interview will do so at their own expenses.
5. The positions are purely temporary and the duration is for 3 months which if necessary, may be extended depending on the performance.
6. Selected candidates shall report for duty immediately.
7. The selection criteria would be as per the norms of Darjeeling Hills University.
8. The applicant will be responsible for the authenticity of information and other documents submitted.