Centre for Studies in Cultural Diversity and Wellbeing



JADAVPUR UNIVERSITY KOLKATA- 700 032, INDIA

## Advertisement for recruitment at the Centre for Studies in Cultural Diversity And Wellbeing

A Walk-in interview will be held for the post of Project Personnel (for Office Assistant) under the Jadavpur University budget for *Centre for Studies in Cultural Diversity and Wellbeing*, Jadavpur University, Kolkata, in its office premises (ground floor, JUTA building, opposite to TEQIP Building) on Monday, 15<sup>th</sup> March, 2021 at 2.00 p.m.

## Project Personnel (for Office Assistant): 1 post

## Essential Qualification:

- 1. Graduation (Honours) preferably in the field of commerce with at least 50% marks.
- 2. Good writing & reading skill in both English and Bengali.
- 3. Good knowledge of computers.
- 4. Minimum 2 to 3 years of experience in handling office accounts.

## Desirable Qualification

1. Candidate with work experience at Jadavpur University will be Preferred.

<u>Remuneration</u>: ₹14,000.00 consolidated per month.

Contract Period: 1<sup>st</sup> April, 2021 to 31<sup>st</sup> March, 2022. (may be renewable)

Application in prescribed form to be obtained from the Information Centre, Jadavpur University with all the requisite testimonials to be submitted prior to the interview.

Phone: 033-2414-6102, extn: 2347

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