



JADAVPUR UNIVERSITY
KOLKATA 700032

CIRCULAR

A Walk-in-interview will be held to engage Two **Office Assistants** (purely temporary and on daily basis) in the *Centre for Studies in Cultural Diversity and Wellbeing*. The interview will be held in the Office of the Centre for Studies in Cultural Diversity and Wellbeing on **8th April, 2025 at 01.00 PM.**

Details of Advertisement

Office Assistant -- Two posts. (purely temporary and on daily basis)

Duration: Initially up to 31st March 2026 (Renewable).

Qualification:

- M.A. in Humanities & Social Science.
- Good Communicative & writing skill in Bengali & English.

Desirable Qualification:

- Certificate in Computer Application.
- Experience in data handling (previous project or research experience in education, wellbeing and social welfare).

Remuneration: Rs.500/- per day (Maximum 15 days' work in a month).

Age: Below 35 years as on 1st. Jan 2025 (Relaxation may be given to the exceptionally qualified & experienced candidate).

Application forms may be available from the Information Office of the University from 11 pm. to 4 pm. (Monday to Friday except holidays) on payment of Rs.50/-. Completed application forms along with attested copies of certificates, mark-sheets & other testimonials duly enclosed are required for appearing at the interview on 8th April, 2025 No T.A. / D.A. are admissible.

