



**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, 15th 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.

Remuneration: ₹14,000.00 consolidated per month.

Contract Period: 1st April, 2021 to 31st 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.