



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

**Headline of the Advertisement: A walk in interview for the post of
project personnel (for office assistant) for Centre for Studies in
Cultural Diversity & Wellbeing on 16.08.2021 from 2pm onwards.**

A Walk-in interview for the post of Project Personnel (for Office Assistant) under the Jadavpur University budget for Centre for Studies in Cultural Diversity and Wellbeing, which was scheduled for March 2021 had to be postponed owing to the West Bengal State Assembly Elections.

The same interview will be held online on Google Meet on **16th August (Monday), 2021 from 2.00 p.m onwards.**

Candidates will be called on their personal contact number before their turn and instructed when to join.

The meeting link is as follows: <https://meet.google.com/kio-fzvi-req>

P.S:- Qualified candidates are requested to send in a short biodata, updated CV and contact details to wellbeing@jadavpuruniversity.in by 13.08.2021 (till 12.00am midnight)

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: 01st September, 2021 to 31st August, 2022. (Maybe renewable)

Testimonials to be submitted at the time of recruitment.