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**Industry Institute Partnership Cell (IIPC)
Jadavpur University
KOLKATA - 700 032**

Recruitment Notice

Ref. No. : REC/N/278/17
Date : 31.7.2017

Candidates are requested to appear for a walk-in-interview for the following categories of purely contractual part-time and full-time positions in IIPC, Jadavpur University for a period of two years on 22.08.2017 at 12.30 pm in the office of IIPC, Jadavpur University, with C.V. and all original testimonials.

**Name of the post : Office Superintendent (Part-time contractual)
No. of Posts : 1 (One)
Salary : Rs. 25,000/- p.m. consolidated**

Essential Qualifications :

1. Retired person, age not exceeding 62 years and working in similar category in a University system.
2. Graduate in any discipline.
3. Minimum 20 years of working experience in University administrative work.

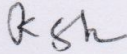
**Name of the post : Junior Assistant cum Typist (Full-time contractual)
No. of Posts : 1 (One)
Salary : Rs. 22,000/- p.m. consolidated**

Essential Qualifications :

1. Graduate in any discipline.
2. Typing speed 40 word per minute (Manual & Computer typing)
3. At least 1 year Diploma in Computer Application
4. Minimum 7 years of working experience in administrative work, of which at least 3 years in University administrative work.

Desirable Qualifications and experience :

1. Good knowledge of Microsoft office (MS Word, MS Excel, MS PowerPoint) and online work.
2. Working experience in office file keeping and maintenance


Registrar