

**Jadavpur University**  
**Kolkata – 700 032**

CIRCULAR

Date:27.9.12

**Advt. 2/UPE-II/2012.**

A walk-in-interview will be held for the posts of Project Personnel under the Special Education & HEPSN Cell, Jadavpur University, Kolkata, in the Office premises (ground floor, opposite to TEQIP Building) on 31<sup>st</sup> October 2012, at 12 noon onward.

**A) Posts for Office Infrastructure**

Age: below 35 as on November 2012.

**1. Technical Assistant: 1 post.**

Essencial Qualification: Graduation, with the knowledge in Computer Hardware & Software.

Remuneration: Rs. 8,000.00 per month consolidated.

Contract Period: Initially for 2 years, may be renewed subject to review.

Working hour: 12 noon – 7 P.M.

**2. Office Supervisor: 1 post.**

Essential Qualification : Graduation, with the knowledge and good command in Computer Application specially in MS Office and Tally.

Desirable: Adequate experience of office management & good command in Financial Account management in any Institute / Company for at least two years.

Remuneration: Rs. 12,000/- per month consolidated.

Contract Period: Initially for 2 years, may be renewed subject to review.

Working hour: 10.30 noon – 5.30 P.M.

Existing Project personnel are also advised to apply.

**B) Field-work oriented Research Projects : 3 Posts**

**Topics :** “Preparation of Critical Directory on Disabilities” and  
“Social Justice and The Empowerment for The Differently Abled Persons”

Age: below 35 as on November 2012.

1. **Project Fellow: 1 post.**

Essencial Qualification: M.A. with NET / SET or M.Phil / Ph.D in Sociology / Education / Psychology / Social Science *along with a Degree / Diploma in the field of Special Education*. Good Computer competency, Good command in Bengali & English language.

Desirable: Research experience in any social work.

Remuneration: Rs. 10,000/- per month consolidated.

Contract Period: Initially for 2 years, subject to be extended on the basis of availability of funds and on the performance and activities of the Scholar.

2. **Project Assistant: 1 post.**

Essencial Qualification: 55% in M.A. in Sociology / Social Work / Psychology / Education / Special Education. Good Computer competency, Good command in Bengali & English language.

Desirable: Research experience in any social work.

Remuneration: Rs. 6,000/- per month consolidated.

Contract Period: Initially for 2 years, subject to be extended on the basis of availability of funds and on the performance and activities of the Scholar.

3. **Research Assistant: 1 post.**

Essencial Qualification: 55% in M.A. in Sociology / Social Work / Psychology / Education / Special Education. Good Computer competency, Good command in Bengali & English language.

Desirable: Research experience in any social work.

Remuneration: Rs. 6,000/- per month consolidated.

Contract Period: Initially for 2 years, subject to be extended on the basis of availability of funds and on the performance and activities of the Scholar.

Existing Project personnel are also advised to apply.

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. No T.A. / D.A. are admissible.

Sd/-

Registrar

Jadavpur University