Computer Aided Design Centre
Jadavpur Univsersity
Kolkata – 700032

Date: 19/06/2020

Employment Notice

Applications are invited from experienced personnel for two Office Assistants for (1) Accounting & Clerical jobs (1 post); (2) Front Desk Assistance & Clerical Jobs (1 post).

Qualification & Experience:

Post 1: B.Com or higher (Minimum 15 yrs work experience in computer accounting using Tally, five years of working experience in educational institution)

Post 2: Graduate in any discipline (Minimum 15 yrs of clerical work experience in educational institute; knowledge of Ms-Office is essential)

Age limit for both posts: within 65 years (qualified retired persons may also apply)

Job responsibility:

For post 1: Accounting, Bank related work, Student counseling, Student registration, Data entry, Examination related works, Stock handling, Despatch handling, Telephone operating, Admission, Typing of Course materials, Official communication with J.U. administration, etc.

For post 2: All the above mentioned work for post 1 apart from Accounts related work.

Working hours: Full time 6 days per week (11 AM to 7:30 PM)

Employment type: Contractual temporary (renewable on every year based on satisfactory performance)

Remuneration: For post no. 1: Rs. 30,000/-p.m. (consolidated)
                  For post no. 2: Rs. 20,000/-p.m. (consolidated)

Apply to the **Director, CAD Centre, Prayukti Bhavan (2ⁿᵈ Floor), Jadavpur University, Kolkata – 700032**, on plain paper along with bio-data and all supporting documents within 08.07.2020 (5:00 p.m.) by Registered/Speed Post.

19/6/2020

Prof. Chiranjib Bhattacharjee
Director
Computer Aided Design Centre
Faculty Council of Engg. & Tech.
Jadavpur University
Kolkata