

Jadavpur University  
Kolkata -700032

CIRCULAR

***Temporary Job Opening / Appointment of part time JU- SYLFF Project Assistant***

Nature of Job: Academic and Administration support to the Project Director, JU-SYLFF Programme (brief details about SYLFF programme can be seen from [www.jusylffprogram.org.in](http://www.jusylffprogram.org.in) , [www.jadavpur.edu](http://www.jadavpur.edu) and [www.tokyofounddation.org/sylff](http://www.tokyofounddation.org/sylff))

Nature of Appointment: Temporary and part time (two days in a week at least)

Eligibility:

1. Applicant needs to be a student of the Arts Faculty [Departments/Schools/Centers of Faculty of Arts/ Interdisciplinary Studies, Law and Management (Cognitive Science/ Cultural Texts and Records/ International Relations and Strategic Studies/ Media Communication and Culture/ School of Languages and Linguistics/ Women Studies), Centre for Studies (Centre for African Literature and Cultures)] and is pursuing UG/ MA final in 2022 or can be a graduated SYLFF Fellow.

Note: Selected candidate will not be able to apply for JU-SYLFF Fellowship while in service.

2. Essential: Proficiencies in handling computer application MS Office, web browsing, e-mailing
3. Desirable: Very good writing skill in the English language.

Pay: A lump sum amount @ Rs 500/- per day will be paid.

Application Procedure:

There is no printed application form. The students need to type out the following format into A4 size paper and submit it to the Joint Registrar's (Dr. S.G.Sarkar's Office).

Format for Application:

1. Name
2. Date of Birth
3. Address
4. Email
5. Phone
6. Department

7. Class / Examination Roll Number
8. Career Goal (Write not in more than 5 sentences)
9. Why do you think this work will be interesting to you given your career goal (10 sentences).
10. Formal training in computer (mention skills/courses completed). Kindly submit sufficient documents.

**Selection Procedure:**

A personal interview will be conducted by The JU-SYLFF Committee members.

**Important Dates to note:**

1. Application should reach the office of the Joint Registrar, Dr. S.G. Sarkar, not later than December 7, 2022.
2. Interview with the applications: December 12, 2022 at 11:30 AM.
3. Venue Office of the Joint Registrar, Dr. S.G. Sarkar.

**Registrar**  
**Jadavpur University**