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 31st 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.**
   **Essential 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.**
   **Essential 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.**
   **Essential 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