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

Nature of Job: Academic & administrative support to the Project Director, JU-SYLFF Programme (brief details about SYLFF programme can be seen from www.jusylffprogram.org.in, www.jadavpur.edu and www.tokyofoundation.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 and should have taken MA final examination in 2013 or should complete MA examination by next year or is pursing M.Phil Programme or can be a graduated SYLFF Fellow.
   Note: Selected candidate will not be able to apply for JU-SYLFF Fellowship while in service.
3. Desirable: Writing skill in English Language.

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

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

Format for application:
1) Name:
2) Date of Birth:
3) Address:
4) Email:
5) Phone:
6) Fax:
7) Department:
8) Class/ Examination Roll Number:
9) Career goal: (write in not more than 5 sentences)
10) Why do you think this work will be interesting to you given your career goal (10 sentences)
11) Formal training in computer (mention skills/ courses completed). Kindly submit sufficient documents.

Selection Procedure:
A personal interview will be conducted by the JU-SYLFF Steering Committee.

Important dates to note:
- Applications should reach the office of the Joint Registrar, Shri S. G. Sarkar, not later than August 22, 2013
- Interview with the applicants: August 30, 2013 at 11 AM
- Venue: Office of the Joint Registrar, Shri S. G. Sarkar
- Appointment: September 2nd, 2013

Registrar

Copy to: All Heads of Departments/ Schools/ Centres of Faculty of Arts
Joyashree Roy, Professor of Economics & Project Director, JU-SYLFF Programme
Dean & Principal Secretary, Faculty Council of Arts
All Officers