Computer Aided Design Centre
Jadavpur University
Kolkata – 700 032

Ref. No.: REC/N/107/2020
Dated   : 24/06/2020

Employment Notice

Application are invited from experienced personnel for two Office Assistants for (1) Accounting & Clerical Job (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 1: Rs. 30,000/- p.m. (consolidated)
            For post 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 (05:00 p.m.) by Registered/Speed Post.

24-06-2020
REGISTRAR