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Jadavpur University

Computer Aided Design Centre

Faculty Council of Engineering & Technology

Computer Aided Design Centre Jadavpur University Kolkata – 700032

Employment Notice

Applications are invited from experienced personnel (1 post) for Accounting & Clerical jobs.
Qualification : B.Com or higher
Age: within 65 years (qualified retired person may also apply)
Experience: Minimum 15 years in Computer Accounting, Audit and Clerical work in educational institute.
Software knowledge: Ms-Office, Tally.
Working hours: Full time 6 days per week.
Employment type : Contractual temporary (renewable on every year)
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 27.01.2020 (5:00 p.m.) by Registered/Speed Post.

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