Jadavpur University
Kolkata 700032

Ref.:
Date:

Circular

It is notified for information for all concerned that a walk-in-interview will be held on 27/11/2026 from 1230 pm onward at the School of Languages and Linguistics, UG Science Building for the following posts:

Name of the Post: Office Assistant (Non-teaching)
Number of Post: 1
Nature of Work: Office administration, maintenance of records, examination-related coordination, communication with candidates and the conducting agency, procurement coordination and other operational responsibilities.
Essential Qualification:

- Graduate degree from a recognised university.
- Working knowledge of computer applications, MS Office, email and online administrative procedures.
- Good communication and organisational skills.

Desirable Qualification:

- Experience of working in examination management.
- Ability to maintain official records and handle examination-related administrative responsibilities.
- Relevant experience in office administration, or institutional work will be given preference.
- Preference may also be given to candidates previously worked within JU campuses for a project or other related works.

Remuneration: 15,000 per month (Consolidated), No Separate TA/DA will be admissible.
Term of recruitment:
One year (Subsequent renewals only based on availability of funds and satisfactory performance).
Documents to be Produced
Candidates must bring:

- Updated CV/Biodata.
- Original educational qualification certificates and mark sheets.
- Documents supporting relevant work experience, if any.
- Government-issued photo identity proof.
- One set of self-attested photocopies of all supporting documents.

The qualifications and other prerequisites shall be determined by the School in accordance with the approved resolution. The engagement and selection shall be subject to the prevailing rules and guidelines of Jadavpur University.
Time of Interview: 1230pm
Potential candidates are requested to appear for the interview with all supporting documents in original along with a set of self-attested photocopies.

REGISTRAR
JADAVPUR UNIVERSITY

Registrar (Actg.)
JADAVPUR UNIVERSITY

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