TEQIP Phase II
University of Calcutta

Application are invited for the post of two Office Assistants under the TEQIP Project, Phase II for the project duration and expected to continue till December 31, 2014 subject to fulfilment of the project requirement and satisfactory performance as deemed fit by the TEQIP Institutional Committee (TIC), University of Calcutta.

Position 1:
Job Description: All financial and accounts related activities for the CoE,TEQIP project. The person needs to have proficiency in using accounting software.

Essential Qualification: B. Com. with at least 5 years experience in similar work.

Position 2:
Job Description: Office works including data entry operations related to the TEQIP project. The person needs to have proficiency in different software and office applications.

Essential Qualification: Graduation with DOEACC B Level certification / MCA or equivalent of any of the above qualifications

Gross emoluments for each of the two positions above would be Rs. 10000/- (consolidated). No separate benefit is admissible.

A walk-in interview will be held on the 29th August, 2014 at 12 Noon for the position of two Office Assistants of the above mentioned scheme in the department of Computer Science & Engineering, Technology Campus, University of Calcutta, JD-2, Salt lake city, Kolkata-700098.
All candidates must report at the venue between 10.30 am to 12 p.m on the date of interview.Eligible candidates may appear before the interview board with two sets of complete applications furnishing bio-data on plain paper with attested testimonials. No TA/ DA is admissible.