ADVERTISEMENT FOR THE RECRUITMENT OF ONE OFFICE ASSISTANT, AND ONE OFFICE ASSISTANT (FINANCE) UNDER TEQIP, PHASE-III PROGRAMME

Applications are invited for the post of *one Office Assistant, and one Office Assistant (Finance)* under **TEQIP, Phase-III** programme for the project duration and expected to continue till September 2021 or till the end of project, whichever earlier and subject to fulfillment of the project requirement and satisfactory performance as deemed fit by the TEQIP High power Committee, University of Calcutta.

Job description: All financial and accounts related activities for the TEQIP project.

Essential Qualification:

- University Bachelors' degree (with Honours) with good knowledge of Microsoft Office and/or equivalent open source software.
- B. Com. (Honours) with knowledge in TALLY or any other accounting software is required for Office Assistant (Finance).

Desirable: Knowledge in PFMS, PMSS software; experience of working in similar position in other academic institution(s).

Gross emoluments for the position would be Rs. 20,000/- per month (Consolidated). No separate benefit is admissible.

Procedure for Application: Signed application in plane paper with bio-data and self-attested copy of all the marksheets and certificates is to be submitted by February 28, 2019. Applicants must clearly mention the position applied for and affix a coloured photograph of size 55 mm x 35 mm on the top page of biodata. Candidates must mention there contact phone number and email addresses. Intimation about interview will be communicated by email only. Candidates themselves are responsible for checking their respective email accounts including junk mail folders.

Interview: A walk-in interview for selected candidates will be held on March 06, 2019 for the position. Eligible candidates may appear before the interview board with a complete applications furnishing bio-data on plain paper. No TA/DA is admissible**.**

Based on total number of applications and background of applicants, only shortlisted candidates will be called for interview. Fulfilling the minimum eligibility does not guarantee that all such candidates will be called for interview.

Place of Interview: Technology Campus, University of Calcutta. The detail will be informed through TEQIP website (www.cuteqip.net).