

**UNIVERSITY OF CALCUTTA**

**DST PURSE Programme – Phase II**

**Application for Temporary Office Staff**

Applications are invited for temporary engagement of one office staff for the project DST PURSE Phase II, University of Calcutta. Please apply in plain paper with a recent CV, one passport sized photograph and supporting documents to the following address:

**Coordinator, DST PURSE Phase II  
Office of Secretary, Faculty Council for PG Studies in Science, Technology and Agriculture  
Rajabazar Science College, University of Calcutta  
92 A.P.C. Road, Kolkata 700009**

A soft copy of application and CV (without other documents) to be sent to [cudstpurseph2@gmail.com](mailto:cudstpurseph2@gmail.com)

Scope of Work: Typing of letter, Preparation of lists of work, Record Keeping, Maintenance of documents, Accounting of project items, liaison with different academic/administrative departments, preparation of reports, preparation of PowerPoint presentation, organizing meetings, writing of proceedings of the meetings, etc.

Essential Qualification: (i) Graduate in Commerce, (ii) 2 years' experience in similar works in research projects

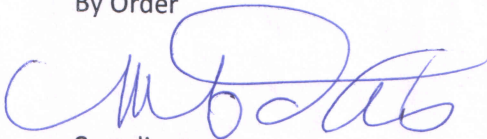
Desirable: (i) Knowledge of computer (MS Office, MS Access, etc.), (ii) Knowledge of accounting/financial software

Remuneration: Rs. 16,000.00 per month (Consolidated)

The appointment will be contractual full time coterminous with the duration of the DST PURSE Phase II or 1 year, whichever is earlier with a scope of extension of service depending on performance and extension of the DST PURSE Phase II.

**The last date of submission of application by both hard and soft copies is 16.09.2019. Those who do not fulfill the essential qualifications need not apply.**

By Order



Coordinator,  
DST PURSE II Program  
and  
Dean, Faculty Council for P.G. Studies in Science  
University of Calcutta