

JADAVPUR UNIVERSITY  
KOLKATA 700032  
CIRCULAR

Retno REC/N/027/16  
Dated: 19/01/2016

Temporary Job Opening/Appointment of part time JU-SYLFF Project Assistant

Nature of Job: Academic and administrative support to the Project director, JU-SYLFF Programme(brief details about SYLFF programme can be seen from [www.jusylffprogram.org.in](http://www.jusylffprogram.org.in), [www.jadavpur.edu](http://www.jadavpur.edu) and [www.tokyofoundation.org/sylff/](http://www.tokyofoundation.org/sylff/))

Nature of Appointment: Temporary and part time (two days in a week atleast)

**Eligibility:**

1. Applicant needs to be a student of the Arts faculty (Schools/Centres of Faculty of Arts/ Interdisciplinary Studies, Law and Management (Cognitive Science/Cultural Texts and Records/ International relations and Strategic Studies/Media Communication and Culture/School of Languages and Linguistics/Womens Studies), Centre for Studies (Centre for African Literature and Cultures) and should take UG/ MA final examination in 2016 or should complete UG / MA examination by next year or is pursuing M.Phil Programme or can be a graduated SYLFF Fellow.  
Note: Selected candidate will not be able to apply for JU-SYLFF Fellowship while in service

2. Essential: Proficiencies in handling computer applications: MS Office, web browsing, e-mailing
3. Desirable: Very good writing skill in English language

**Pay:** A lump sum amount @ Rs 500/- per day will be paid.

**Application Procedure:**

There is no printed application form but the students need to type out the following format into A4 size paper and submit it to the Joint Registrar's (Shri S.G Sarkar's Office).

**Format for Application:**

1. Name:
2. Date of Birth
3. Address
4. Email
5. Phone
6. Fax
7. Department
8. Class/Examination Roll Number
9. Career Goal (Write not in more than 5 sentences)
10. Why do you think this work will be interesting to you given your career goal (10 sentences)

11. Formal training in computer (mention skills/courses completed). Kindly submit sufficient documents

**Selection Procedure:**

A personal interview will be conducted by The JU-SYLFF Steering Committee members

**Important dates to note:**

- Applications should reach the office of the Joint Registrar, Shri S.G. Sarkar, not later than January 28, 2016
- Interview with the applicants: February 1, 2016 at 11:30am.
- Venue: Office of the Joint Registrar, Shri S.G. Sarkar
- Appointment: February 4, 2016

R. Ghosh  
19.1.16  
Registrar