

West Bengal University of Technology

Advertisement for Project Staff

[The posts are purely temporary and during the TEQIP Project Period]

1. **Two Office Assistants:** Essential qualifications – Graduate (at least one in Commerce/ Business Administration) proficient in handling accounting, well versed in the software related to business transactions and accounting. The other may be a graduate in Computer Applications or Information Technology with experience in handling database, data entry and expert with Windows based software. Both the candidates must have good communication skills. The remuneration will be Rs.10,000/- (Rupees Ten Thousand) per month.
2. **One Diploma Engineer (Civil):** Essential qualifications – Diploma in Civil Engineering proficient in preparing engineering drawing, estimates and supervision of work during civil construction at a monthly salary of Rs.15,000/- (Rupees Fifteen Thousand) per month.
3. **One Office Assistant:** Essential qualifications – Graduate; well versed in the software related to office work, with experience in handling database, data entry and expert with Windows based software. The candidate must have good communication skills. The remuneration will be Rs.10,000/- (Rupees Ten Thousand) per month.

A walk-in interview will be arranged on **Monday, December 8, 2014, at 12 noon.**

Sudakshina Kundu