



INSTITUTE OF DEVELOPMENT STUDIES KOLKATA

(A Centre of Excellence in Social Sciences funded by the Government of West Bengal)

SALT LAKE CAMPUS • DD 27/D, SECTOR 1, SALT LAKE, KOLKATA 700 064

No.IDSK/17/73/1

Date 11.07.2017

Applications are invited for the position of Office Superintendent in Pay Band of Rs.9,000-40,500/- with Grade pay of Rs. 4,600/- (Basic pay Rs.13,600). Appointment may be made on regular or contractual basis. Retired Govt. employees/retired employees of Educational Institutions/Organisations of sound health who had held the post of Head Assistant/Head Clerk or equivalent and above having the qualifications mentioned below may also apply .

Qualification:- Graduate in any discipline with 10 years' work experience in general Office Administration in any reputed Institution / organisation/Govt. Office .

Age:-40 (forty) years as on 01.01.2017. Relaxation of age for SC/ST/OBC candidates is applicable as per Govt. of West Bengal norms. Employees who retired between 31.12.2015 to 30.06.2017 are also eligible to apply.

Application with CV and photocopies of self attested testimonials (including work experience documents) may be sent to the Director, IDSK, DD-27/D, Sector-I, Salt Lake, Kolkata-700064 either by post or by hand. For retired employees in addition to the CV and other self attested testimonials (educational attainments), a self attested photo copy of the PPO will have to be sent in place of work experience documents.

Closing date for receiving applications:- 16.08.2017 upto 5pm.

NB:-Applications received after the closing date due to postal delay or any other reason will not be considered. Soft copies of applications will also not be accepted.