



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

Notice

No.IDSK/25/82

Date 12.06.2025

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/- under level 13 cell 01 (Basic Pay Rs.37,100) as per ROPA 2019 plus usual allowances as admissible to the Institute. Appointment to be made on regular basis.

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

Age:- Not below 40 years as on 01.06.2025.

Application with self-attested Resume clearly mentioning past work experience(s) and educational qualifications may be sent to the Director, IDSK, DD-27/D, Sector-I, Salt Lake, Kolkata-700064 either by post or by hand.

Closing date for receiving applications:- 25.06.2025.

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

Director

Director
Institute of Development Studies Kolkata
DD-27/D, Sector-1, Salt Lake, Kol-700 064