



KAZI NAZRUL UNIVERSITY
ASANSOL-713340

Advertisement No: **KNU/R/Rectt(C)/637/16**

Dated: **07.09.2016**

A walk-in-interview will be held for the recruitment against the posts of 1. Public Relation Officer (Contractual) and 2. Data Entry Operator (Contractual). Mandatory Documents to be carried:

1. Resume; 2. One Photograph (Passport Size); 3. Copy of Address proof.

The willing candidates are requested to register their names before appearing the interview.

Walk-in Schedule:

Date: 18th-Sept-2016 (Sunday);

Time of Registration: 08:00 am to 10:00am;

Time of interview: 11:00 am

Venue: **Camp Office of the University of Burdwan in Kolkata.**
EE7/1, Sector-II, Salt Lake City, Kolkata -700091.

1. Public Relation Officer (Contractual):

a) Essential Qualifications:

- i. Master Degree in any discipline with at least 55% marks;
- ii. Proficiency in English;
- iii. Adequate knowledge in Computer Applications.

b) Desirable Qualifications:

- i. Experience in Public relations related activities in Government/Private organizations.

c) Salary: 30,000/- (Consolidated).

d) Period of Engagement: The engagement is purely contractual. Initial engagement is for six (06) months with subsequent renewal based on performance.

2. Data Entry Operators (Contractual):

a) Essential Qualifications:

- i. Bachelors Degree in any discipline with Certificate in Computer Applications;
- ii. Skills of Computer Applications in Financial Accounting/ Library Automation.

b) Desirable Qualifications:

- i. Experienced as Office Assistant in Government/Private organizations.

c) Salary: 11,000/- (Consolidated).

d) Period of Engagement: The engagement is purely contractual. Initial engagement is for six (06) months with subsequent renewal based on performance.

Sd/-
Registrar (Addl. Charge)