

**Centre for Studies in Social Sciences, Calcutta**  
**R-1, BP Township, Kolkata – 700 094**

CSSSC invites applications for the post of Technical Assistant, Library (1), Project Assistant (1), Lower Division Assistant (1) and MTS-Safai Karmachari (1). All the posts are reserved for OBCs. Pay scale, Qualifications and other details of these posts are as follows:

**A) Technical Assistant, Library**

Pay Scale: PB 1: 5200-20200 + 2800 GP (As per 6<sup>th</sup> CPC)

Qualification and Experience:

1. Graduate degree from recognized university along with a good post graduate diploma in Library Science.
2. Proficiency in English
3. Minimum of 3 years of experience in a reputed academic library preferably in the field of social sciences; good knowledge of computer-based library systems like Koha, Libsys, D Space, Open Journal system and other latest library software.

**B) Project Assistant**

Pay Scale: PB 1: 5200-20200 + 1900 GP (As per 6<sup>th</sup> CPC)

Qualification and Experience:

1. Graduate degree from a recognized university.
2. Minimum of 3 years of experience in project-related work in any academic institution; good knowledge of computer use.
3. Additional requirements - experience in the archival work of digitization and documentation of rare material in libraries, record rooms and private collections

**C) Lower Division Assistant**

Pay Scale: PB 1: 5200-20200 + 1900 GP (As per 6<sup>th</sup> CPC)

Qualification and Experience:

1. The applicant should have passed Higher Secondary (Class – XII)
2. Good knowledge of computer use
3. Minimum of 3 years of experience in administration-related work in any academic institution.

**D) MTS – Safaikarmachari**

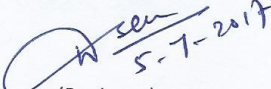
Pay Scale: PB 1: 5200-20200 + 1800 GP (As per 6<sup>th</sup> CPC)

Qualification and Experience:

1. The applicant should have passed matriculation (Class X) or equivalent examination.
2. Work experience of three years in an institution or office.
3. Experience of Multi tasking in an institution or office is desirable.

Age limit for all posts: 30 years (inclusive of three year relaxation given to OBC candidates). This age limit may be relaxed in exceptional cases on recommendation of the Selection Committee.

Applications, along with detailed CV, OBC caste certificate, attested photocopies of all mark sheets, work experience certificates and other documents in sealed envelope should reach the Registrar, Centre for Studies in Social Sciences Calcutta, R-1, B P Township, Kolkata – 700094 by 25 July 2017. Applications without these documents would not be considered.

  
5-7-2017  
(Registrar)