

# **CENTRE FOR STUDIES IN SOCIAL SCIENCES, CALCUTTA**

## **Advertisement for the post of Personal Assistant to Director**

CSSSC invites applications for the post of Personal Assistant to the Director on contract basis for a period of one year which may be extended further. The required qualifications are as follows:

1. Post Graduation Degree in any discipline
2. Proficiency in English with excellent drafting skills
3. Good knowledge of Computer applications with excellent typing skills
4. At least two years of work experience

Candidates must be under the age of 35 years. The salary will be Rs. 25000/- per month (consolidated). Application with CV and copies of relevant certificates should reach the Registrar; Centre for Studies in Social Sciences, Calcutta, R - 1, B P Township, Kolkata - 70094.

Last date receiving application is 14 November 2018.

(Registrar)

CSSSC