

**Jadavpur University**

**Kolkata 700032**

**Ref:**  
**Date:**

**CIRCULAR**

It is notified for information for all concerned that a walk-in-interview will be held 26<sup>th</sup> February, 2018 at the School of Media Communication and Culture, UG Arts Building for the following posts:

1. Name of the Post: Programme Manager (purely contractual)

Number of Post: 1 (One)

Essential Qualification:

- (i) Qualification: A Bachelor Degree in any discipline
- (ii) Evidence of Working with Sound Editing and Recording Soft wares
- (iii) (a) Experience of Working in a Radio Station  
Or  
(b) Certificate in any Course related to Radio Production

Desirable Qualification: Experience of working for Community development such as NGO Projects

Remuneration: Rs.23, 000/- per month. (Consolidated)

Term of Recruitment: One Year (renewal only on satisfactory performance)

Time of Interview: 12.00noon

2. Name of the Post: Programme Co-ordinator

Number of Post: 1 (One)

Essential Qualification:

- (i) Qualification: A Bachelor Degree in any discipline
- (ii) Experience in working with organizations of repute and managing human resources, purchasing, accounting, and budgeting.
- (iii) Evidence of Working with Sound Editing and Recording Softwares
- (iv) Good Command over both Bengali and English
- (v) (a) Experience of Working in a Radio Station  
Or  
(b) Certificate in any Course related to Radio Production  
Or

(d) Experience of working for Community development such as NGO projects.

Remuneration: Rs.30, 000/- per month. (Consolidated)

Term of Recruitment: One Year (renewal only on satisfactory performance)

Time of Interview: 2.00 p.m.

3. Name of the Post: Recordists/ Sound Editors ( Daily Basis)

Essential Qualification:

- (i) Qualification: A Bachelor Degree in any discipline
- (ii) Evidence of Working with Sound Editing and Recording Soft wares

Remuneration: Rs.300/- per day for 8 hours.

Time of Interview: 4.00 p.m.

Note: A panel of Recordists/ Sound Editors will be made upon the selection of successful Candidates.

Application Forms are obtainable from Information Office of the University during Working Hours (11.00a.m. to 4.00 p.m.) from Monday to Friday except holidays on payment of Rs.50/- .

Interested candidates may appear for the interview with application form and two copies of current CV, other supporting documents and evidence of relevant work experience, if any NO TA/DA is admissible.

**Registrar**