



Indian Institute of Social Welfare And Business Management

APPOINTMENT

IISWBM invites applications for the post of Public Relation Assistant/ Receptionist cum Front Desk Assistant. The post is purely temporary on contractual basis.

Qualification- Essential- Graduation in any stream from a recognized University or equivalent, fluency in English, Hindi & Bengali, knowledge of Computer
Desirable- Convent educated, work experience in Front Office at recognized organization
Applications with higher qualification and fresher may also apply

Consolidated monthly Remuneration – Rs. 15,000/- – Rs 20000/- (all inclusive)

The contract will be for a period of 1 (one) year which may be extended further on the basis of performance.

Interested candidates must apply in plain paper in the prescribed format attached along with the testimonial duly attested in support of age, educational qualifications etc. addressed to the Registrar, Indian Institute of Social Welfare and Business Management, Management House, College Square West, Kolkata-700073 in a closed envelope superscribing the name of the post applied for so as to reach latest by 26th May, 2025 before the close of working hours.

Please note that the prescribed essential qualifications are minimum and mere possession of the same does not entitle a candidate to be called for written test/interview. Incomplete applications will be rejected. No interim queries will be entertained. Canvassing in any form will disqualify the candidature. The Institute Authority reserves the rights to reject any or all applications without assigning any reason whatsoever.

REGISTRAR



Indian Institute of Social Welfare And Business Management

APPLICATION FOR THE POST OF PUBLIC RELATION ASSISTANT / RECEPTIONIST CUM FRONT DESK ASSISTANT

Name (in Capital letters):

Father's /Husband's Name:

Age (as on 1st May, 2025):

Date of Birth:

Marital Status:

Educational Qualifications 10th Std onwards:

Examination passed	Board/University	Year	% of marks obtained	Division/Class

Languages Known:

Languages	Read	Write	Speak

Experience (if any):

Present Salary (if any):

Notice period required for joining if selected:

Mobile No:

E-mail address:

Address for communication:

Declaration: I solemnly declare that all statements made in this application are true, complete and correct. Original documents will be produced on demand. If at any point of time I am not found eligible, my candidature will be cancelled at any state of recruitment and even if I qualify in the test/interview and subsequently it is found that I do not fulfill the eligibility criteria, my appointment will be cancelled.

Date

Signature of the candidate in full