



Indian Institute of Social Welfare And Business Management

**APPOINTMENT**

IISWBM invites applications for the following positions. The posts are purely temporary on contractual basis.

**Junior Assistant- (Contractual)**

**Qualification-** Minimum qualification- Passed Higher Secondary Examination  
Desirable- Graduation in any stream from a recognized University  
or equivalent, knowledge of Computer Applications

**Consolidated monthly Remuneration - 20,000/- (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 super-scribing the name of the post applied for so as to reach latest by **19.05.2025** 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 JUNIOR ASSISTANT / PEON**

Name (in Capital letters):

Father's / Husband's Name:

Address for communication:

Mobile No:

E-mail address:

Date of Birth:

Age (as on 1<sup>st</sup> May, 2025):

Marital Status:

Educational Qualifications:

| <b>Examination passed</b> | <b>Board/University</b> | <b>Year</b> | <b>% of marks obtained</b> | <b>Division/Class</b> |
|---------------------------|-------------------------|-------------|----------------------------|-----------------------|
|                           |                         |             |                            |                       |
|                           |                         |             |                            |                       |
|                           |                         |             |                            |                       |

Experience (if any):

| <b>Name of Organisation</b> | <b>Period (from – to)</b> | <b>Last / Present Salary</b> | <b>Reason of leaving</b> |
|-----------------------------|---------------------------|------------------------------|--------------------------|
|                             |                           |                              |                          |
|                             |                           |                              |                          |

Notice period required for joining if selected:

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