



INDIAN INSTITUTE OF SOCIAL WELFARE AND BUSINESS MANAGEMENT
MANAGEMENT HOUSE
College Square West, Kolkata 700 073

Advt. No. IISWBM/102/2025

Dated: December 18, 2025

Applications are invited from Indian citizens for the positions of *Assistant Registrar (Academics)*.

Essential Qualification: Master degree in any discipline preferably with M.B.A. from UGC/ AICTE recognized University/ Institute.

Essential Experiences: At least 6 years' experience in Examination Cell/ Department of any University/ Institute and having experience in conducting/ coordinating examinations, moderation, arranging Board of Studies meeting, result compilation and allied work preferably for BBA and or MBA courses.

Desirable Experiences:

- i. Coordinating with faculty for ranking related exercises of the University/ Institute.
- ii. Assisting the administration in daily/ routine administration work.
- iii. Experience in affiliation related activity.
- iv. Coordinating research related activity of the University/ Institute.
- v. Experience in documentation and record keeping of admission & examination, research & publications etc. related issues.

Scale of Pay: INR 57,700-1,82,400/- (level 10) in addition to allowances admissible as per Institute's rules.

Age: Candidate should not exceed age of 45 years as on last date of application.

The Self-Attested photocopies of the following documents should be enclosed with filled in Application

1. Birth certificate or AADHAR card or Class X Admit card or Passport (for proof of Date of Birth)
2. All educational mark-sheet and certificates
3. Category certificate (SC/ST/OBC), if applicable
4. Physically Handicapped certificate, if applicable

Candidates are solely responsible for ensuring that they meet the essential qualifications, experiences, and other requirements specified in this advertisement as on last date of submission of application before applying for the position(s). They are entirely accountable for the authenticity of the information and documents submitted. If, at any stage of the selection process or even after appointment, it is discovered that the candidate does not meet the prescribed qualifications and experiences, their candidature or appointment will be immediately cancelled or terminated.

Mere eligibility will not vest any right on any candidate for being short listed for interview. The Institute reserves the right to call only the requisite number of candidates for interview after short listing with reference to the candidate's qualification, suitability, experience, publications etc.

The decision of the Institute in all matters will be final.

No interim correspondence will be entertained. Canvassing in any manner would entail disqualification of the candidature.

The selected candidates will be appointed initially on contractual basis for three years, out of which first year will be on probation. The contract may be renewed every year after probation period and likely to be permanent depending on performance at the discretion of the competent authority at the end of the third year of continuous service in this Institute.

Candidates possessing the requisite qualification and experience may submit their Application (Five copies) on the prescribed form downloaded from Institute's official website <www.iiswbm.edu> and filled up form should be sent to

The Director, Indian Institute of Social Welfare and Business management (IISWBM)
Management House, College Square West, Kolkata 700073

The candidates applying from Government organizations and Public Sector undertaking should have their application duly forwarded by their present employer.

The envelope containing application should bear the Advertisement No. and the name of the position. The applicant must state on the top of the first page of the applicant's Email address and Mobile number to enable the Institute to contact them at short notice.

Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Kolkata and courts/tribunals/forums at Kolkata only shall have sole and exclusive jurisdiction to try and such cause /dispute.

Last date of Applications: The application must reach *on or before 28th January, 2026*.

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| <p><u>Download Application Form</u></p> |
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