



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

Advt. No. IISWBM/105/2026

Dated: May 07, 2026

IISWBM invites applications for the post of **Junior Assistant (Accounts)**. The post is purely temporary on contractual basis.

Qualification- Essential - Passed B.Com. (Hons.) Examination from a recognized University or equivalent. Knowledge of Computer Applications and Tally in essential.

Desirable Experience-Minimum five years in the field of accounting and other related jobs in any organization.

Consolidated monthly Remuneration –Rs. 30,000/- (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 the prescribed format attached along with the testimonial duly attested in support of age, educational qualifications etc. addressed to the Registrar (Acting), 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 21st May, 2026 before the close of working hours. Those who have applied for the post of Junior Assistant (Contractual) in response to previous advertisement dated 8th May 2025 need not apply further.

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. Minimum experience may be relax able in the case of extra-ordinary candidates. Consolidated monthly remuneration is negotiable in the case of experienced candidates. 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 (ACTING)

[**Download Application Form**](#)