

Centre for Social Studies, Surat

The Centre for Social Studies, Surat is social science research institute supported by the Indian Council of Social Science Research and Government of Gujarat. CSS is looking for suitable persons for the post of: (1) office superintendent; and (2) computer care taker-cum-word processor. The posts will be filled purely on contract basis with consolidated salaries. Government reservation rules will be applicable. Women candidates are encouraged to apply. For more details, visit website www.css.ac.in. Interested may send their applications in prescribed format uploaded on the website on or before 15th November 2017 through speed post/ registered post to: Director, Centre for Social Studies, Veer Narmad South Gujarat University Campus, Udhna-Magdalla Road, Surat-395 007.

CENTRE FOR SOCIAL STUDIES, SURAT

Invites applications for the post of (1) office superintendent; and (2) computer care taker-cum-word processor. Further details are as under:

Candidates applying for both the posts must fill in two separate forms.

1. Office Superintendent

Necessary educational qualifications, experience and other requirements

Graduate with 10 years of total experience out of which minimum 5 years experience in University/ research institute, good knowledge of English and Gujarati Language. Candidate having post graduation in Management, Human Resource, Economics, Social Work etc. will be given preference.

Duties/ Responsibilities

General Administration, Accounts, Supervision of work, budget, establishment, regarding the Board and other Committee Meetings.

Desired/Preferred

Experience in Administration/ Office Management at the Senior/ Middle level in a Government/ Semi-Government/ Reputed Research or Education Institute/ University/ College/ private concern would be considered. Job profile includes preparation of quarterly/ annual report of the Institute, documentation of Governing Body, general correspondence, HR management etc. He/she should be capable of handling official correspondence independently. The person would be required to routinely liaison with State and Central Government (ICSSR).

No need to enclose testimonials, such as mark-sheet, experience certificates, etc. It will have to be presented at the time of interview only.

2. Computer care taker-cum-word processor

Necessary educational qualifications, experience and other requirements

Graduate with 3 years experience of typing and office work should have passed government recognized course in typing both in English and Gujarati.

Duties/ Responsibilities

Typing, filing etc. Looking after the computers of the Centre. Knowledge of MS Office 2007, Window 7, SPSS, Tally, etc. are essential.

No need to enclose testimonials, such as mark-sheet, experience certificates, etc. It will have to be presented at the time of interview only.

Interested may send their applications in prescribed format uploaded on the website on or before 15th November 2017 through speed post/ registered post to: Director, Centre for Social Studies, Veer Narmad South Gujarat University Campus, Udhna-Magdalla Road, Surat-395 007. The Institute reserves the right to accept or reject any application without assigning any reason.