



IISWBM

Indian Institute of Social Welfare and Business Management

Short-term Engagement of ONE “STC-TSE Courses’ Assistant” (STCA) at Consolidated Payment

The criteria for selection of an “STC-TSE Courses’ Assistant” (STCA) who would be the ability to deliver the following services as listed below, to report to and help the Prof-in-Charge of Short-term Course (STC) on Energy Management & Audit and the Certified Energy Auditor (CEA) and Certified Energy Manager (CEM) International Training Seminar and Examination (TSE):

SrNo	Type of Service/Job Responsibility	STC	TSE
1	Follow the instructions of the Professor-in-Charge and devote to the course’s progress	√	√
2	Communicate with all concerned via phone/mobile(charges payable)/email/meeting etc.	√	√
3	Preparation of Letters, Budget, Brochure, Statement of Accounts, Certificate	√	√
4	Proficiency in Bengali/English/Hindi communication and writing in Bengali/English	√	√
5	Proficiency in MS Word and Excel. Knowledge of energy science and instruments.	√	√
6	Maintenance of documents, files, Attendance Register, Day-to-day Record Book, etc	√	√

Besides the above, the person may serve the PSM Department also in other areas as per emergency need. The person will be eligible for consolidated pay of ` 10000 (ten thousand rupees) per month plus traveling expenses only for out-of-station activities. This engagement will be for six months initially, which, based on performance and need, may be revised/extended. Payment will be made only from the account of respective courses, viz. STC & TSE only, as per budget, after the approval of the Director, IISWBM. The hours of his/her service would be normally the Office Hours of the Institute i.e. from 10.30 AM to 5.30 PM, or may be adjusted as per need of the work, keeping the total hours of service same. Tentative date of joining: July 1, 2019. The engagement may be terminated with one month’s notice from either side and would be as per Institute norms. Interested candidates should Email application with a bio-data or CV on or before **June 27, 2019 to: bkchoudhury@iiswbm.edu** Cc to registrar@iiswbm.edu & ps@iiswbm.edu and appear for the Interview along with hard-copy of your application and bio-data/CV on **28th June 2019 at 3 pm.** at IISWBM