



# 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) of Association of Energy Engineers (AEE), USA, with IISWBM being the only authorized institute in India for the same:

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, Familiar with the general words of accounting	√	√
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 with basic accounting Skill.	√	√
6	Maintenance of documents, files, Attendance Register, Day-to-day Record Book, Time Management etc.	√	√

The person will be eligible for consolidated pay of Rs 10000 (ten thousand rupees) per month plus traveling expenses only for out-of-station activities. This engagement will be for up to six months initially, who, based on performance and need, may be re-engaged after a break of one week, for internal assessment. Payment will be made only from the account of respective courses, viz. STC & TSE, 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: **February 3, 2020 Monday**. 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 **January 10, 2020 Friday to: [bkchoudhury@iiswbm.edu](mailto:bkchoudhury@iiswbm.edu) and [aecourseswithiiswbm@gmail.com](mailto:aecourseswithiiswbm@gmail.com) Cc to [registrar@iiswbm.edu](mailto:registrar@iiswbm.edu) & [ps@iiswbm.edu](mailto:ps@iiswbm.edu) and appear for the Interview along with hard-copy of your application and bio-data/CV on **January 17, 2020 Friday at 3 pm** at IISWBM.**

Minimum educational qualification: H.S., preferably Graduation completed/pursuing. Experience/Certificates in support of above skill would be of high preference.