



The WB National University of Juridical Sciences

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Vacancy at Centre for Child Rights, WBNUJS

7th September, 2017

The Centre for Child Rights (CCR, WBNUJS) is inviting applications from competent and suitable candidates for filling up the position of a **Documentation Assistant** on an immediate basis. The candidate will have to work from the office of the Centre at WBNUJS, Salt Lake, Kolkata.

The appointment made will be on a contractual basis. The duration of the contract will be from the date of joining till April 2018. The renewal of contract will be based on performance and requirement of the Centre. The remuneration is a consolidated sum of Rs. 10,000/- only per month.

The responsibilities of the Documentation Assistant include:

- Collation of newspaper clippings on themes related to children from English and Bengali dailies and periodicals and organizing them under broad heads
- Feeding data collected from the newspapers to templates
- Rapporteurship for and organizing different programmes organized by the Centre and preparation of reports of the same
- Creating and maintaining all programme related documents, reports, minutes of meetings and correspondences of CCR
- Assist in various trainings and research projects of the Centre
- Any other task assigned by the Head of the Centre for Child Rights

Essential Qualifications : (a) An undergraduate degree in any discipline with at least 55% marks, (b) Proficiency in speaking, reading and writing English and Bengali.

Desired Qualifications : Prior experience in the aforementioned area of works.

How to apply

Interested candidates are to apply with a CV and Cover Letter to **ccr@nujs.edu** by the **14th of September, 2017**. All eligible candidates (eligibility as mentioned in the qualifications and job description mentioned above) to report for an interview on the **15th of September, 2017** at **11.15 am** in **Room No. 209** at Centre for Child Rights, WB National University of Juridical Sciences, Kolkata.

Ruchira Goswami
(Ruchira Goswami) 07/09/17
Head
Centre for Child Rights
WBNUJS, Kolkata