

**West Bengal Joint Entrance Examinations Board**  
**Rupanna, DB-118, Sector-I, Salt Lake, Kolkata-700064**

**Dated 17.02.2023**

**ADVERTISEMENT FOR WALK-IN-INTERVIEW**

Candidates are invited to appear in Walk-in-interview for the following posts. The posts are purely on contractual and temporary basis.

**1. Name of the post : Officer-on Special Duty (Examination)**

**Number of post : 1 (One)**

**Qualification:** Master in Science/Engineering/Technology with minimum 55% marks or its equivalent grade in the point scale wherever a grade system is followed from a recognized University /Institution. Desirable:

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- i) At least 10 years' experience in academics / academic administration, especially conducting examination and admission in large scale ..
- ii) Expertise in data-based system administration and handling large database operations
- iii) Sound knowledge of various aspects of professional educational system in India, particularly in West Bengal.
- iv) Candidates having experience to work with examination conducting bodies will be given preference.

**Age:** 35 years (at least) as on 17.02.2023 (may be relaxed in exceptionally experienced/qualified candidate)

**Remuneration:** Rs 35,000.00 per month (consolidated) with 3% annual increment, if extended more than a year.

Retired persons with requisite qualification and experience are also eligible.

**2. Name of the post: Clerical Assistant**

**Number of post: 1 (One)**

**Qualification:** Graduation with minimum 45 % marks and Diploma in Computer

**Age :** 35 years (Maximum) as on 17.02.2023

A relaxation of 5 years in upper age limit will be given to SC/ST/Physically Handicapped (PwD) candidates as per Government rules.

**Remuneration :** Rs. 20,000/- per month (Consolidated) with 3% annual increment, if extended more than a year.

The desirous candidates having requisite qualifications and fulfilling other eligibility conditions may come for appearing in 'walk-in-interview' along with Curriculum Vitae and carry all the certificates in original in support of their qualification, experience, if any. The interview will be held in the Conference Room (3rd Floor), West Bengal Joint Entrance Examinations Board, DB-118, Sector-I, Salt Lake, Kolkata-700064 at 4.00 p.m. on February 23, 2023 (Thursday). No TA/DA will be paid to candidates attending the interview.