

**JIS UNIVERSITY**  
**81, Nilgunj Road, Agarpara, Kolkata – 700109**

JIS University Kolkata invites applications from eligible candidates for the position of Office Assistants in different departments and Telecaller for the University. The applications along with CVs should reach at the University Administrative Office either by registered post or by email at [registrar@jisuniversity.ac.in](mailto:registrar@jisuniversity.ac.in) on or before 4th March, 2021.

The candidates should be well versed in computer applications along with 2 years of working experience in renowned organization.

For more information, please visit at [www.jisuniversity.ac.in](http://www.jisuniversity.ac.in) or call at 033 2563 6677.

**Registrar**  
**JIS University Kolkata**