

S N.D.T. WOMEN'S UNIVERSITY

RESEARCH CENTRE FOR WOMEN'S STUDIES

Applications are invited for the post of **OFFICE ASSISTANT** at the Research Centre for Women's Studies under the UGC DEVELOPMENT OF WOMEN'S STUDIES IN INDIAN UNIVERSITIES AND COLLEGES & CAPACITY BUILDING OF WOMEN MANAGERS IN HIGHER EDUCATION SCHEME.

The appointment will be temporary in nature. The job profile will include execution of administrative duties and managing office accountants.

Qualifications: Graduate in Commerce with knowledge about accounting software and experience in dealing with University administrative matters and managing accounts.

Interested candidates may apply with their complete biodata within 15 days of the publication of the advertisement to rcws@sndt.ac.in