

Advertisement for the post of Skill Co-ordinator (IT)

A walk-in interview has been scheduled at **11.00 am** on **01.04.2024** at **Indian Jute Industries' Research Association, 17, Taratala Road, Kolkata – 700 088** to engage one **Skill Co-ordinator (IT)** on contract basis. The Job description and eligibility criteria along with other details are given below.

Name of Post	Skill Co-ordinator (IT)
Tentative Post	01 No.
Eligibility	Candidate must have graduation with speaking in English, Hindi and Bengali. Writing skill in English and Bengali and managing students while training in IJIRA or its TCs and have excellent working skill in Ms Word, MS Excel (Advanced Excel), MS Power Point and other related application in computer.
Experience	At least 7 years, specially on operation of SIP/ any portal dealing with skilling.
Contract Period	2 Years
Remuneration	Negotiable (Incentives for remarkable performance at the end of each year and self learning)
Note: Target for 2024-25 is about 700 trainees + new courses.	

Candidates, fulfilling the above mentioned requirements, may appear for interview as per specified time and place along with all original certificates, testimonials and self attested photo copies of documents and a biodata.