



**South Asian Institute for Advanced
Research & Development
(SAIARD)**

(An Autonomous Academic & Research Institution Certified by MSME, Govt of India & ISO 9001:2015 & Registered under NITI Aayog, Govt of India)

REGIONAL CAPACITY BUILDING CENTRE IN
EASTERN & NORTH-EASTERN INDIA



National Mission for Clean
Ganga, Ministry of Jal Shakti,
Govt. of India



National Institute of Urban Affairs
Ministry of Housing & Urban
Affairs, Govt. of India

Ref. No: SAI/Admn./21/Recruitment Notice

Date: .06.12.2021

Recruitment Notice

Institution: South Asian Institute for Advanced Research & Development (SAIARD)

Position: Office Executive (OE)

Job Role: Office Desk Job

Min. Eligibility Criteria: Graduate

Desirable: Proficiency in English and Computer application. Basic ideas about academic activities

Job Type: On Contract basis (Renewable)

No. of Position: 01

Salary: 5000/- to 7000/- per month (Based on experience)

Date of Interview: 12 December 2021

Location: SAIARD, 87/210, Raja S.C. Mallick Road, Kolkata- 47

Application process: Drop your updated CV with a cover letter in the given mail ID: saiardkolkata@gmail.com
within **11 Dec 2021**

87/210, Raja S.C. Mallick Road, Kolkata- 700047

Website: www.saiard.co.in Email: saiardkolkata@gmail.com WhatsApp No: +91-6289169916