



(A University under the JIS Group, Recognized by UGC)

Walk in Interview

»» Job Opportunities at JIS University

JIS University, a premier institution committed to excellence in education, research, and innovation, invites applications from qualified, dynamic, and experienced candidates for the following positions:

◆ Positions Available:

1. Librarian

- Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks.
- At least 10 years of experience as a Librarian/Deputy Librarian in a University/Institute of repute.
- Evidence of innovative library services, integration of ICT in library, and published work.

2. Assistant Controller of Examinations

- Master's Degree with at least 55% marks.
- Minimum 5 years of relevant administrative/examination work experience in a University/Academic Institution.
- Knowledge of examination regulations, digital examination processes, and strong organizational skills.

3. Deputy Registrar

- Master's Degree with at least 55% marks.
- Minimum 8 years of experience in administration/finance/establishment at a University or equivalent institution.
- Strong leadership, communication, and IT skills required.

◆ General Requirements:

- Excellent communication and interpersonal skills.
- Proficiency in computer applications.
- Commitment to academic excellence and institutional growth.

◆ How to Apply:

Interested candidates who qualify the above requirements are requested appear for a walk in interview with latest CV and all supporting testimonials as per the details mentioned below:

Venue – JIS University, 81 Nilgunj Road, Agarpara, Kolkata – 700109

Date: 10.09.2025 (Wednesday)

Time: 10:00 a.m.