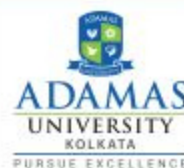


WE'RE HIRING...

Do you have a passion towards Research, Innovation and Entrepreneurship in the domain of Life Science/ Biotechnology/ Medical/ Agriculture?

Be a part of a dynamic workforce towards the creation of bio-innovation and start-up ecosystem in Eastern India.



**ADAMAS UNIVERSITY Is Looking for the
Following Position at
E-YUVA CENTRE (Supported by BIRAC)**

- Office Assistant

**(Branding and Media/ Social Media
Handling/ Editing (Video)/ Design of Social
Media Post / Documentation)**

Refer to Job Description (2nd Page) for further details

For further details visit:

<https://adamasuniversity.ac.in/current-vacancies/>

Last Date of Application:

20-08-2026

Apply via mail to:

Dr. Saptarshi Chatterjee
Associate Director, Incubation
Chief Coordinator and Principal Investigator
E-YUVA Centre, Adamas University
(Supported by BIRAC)

Email :
saptarshi.chatterjee@adamasuniversity.ac.in
birac.e-yuva@adamasuniversity.ac.in

Particulars	Details
Designation	Office Assistant
Salary	Rs. 15,000-18,000 Per Month (fixed, based on experience)
Nature of Job	Contractual (1 year/ co-terminus with project)
Qualifications Required	
Essential	Undergraduate degree with minimum of 55% marks. Proficiency in English. good communication skill (both written and verbal) ii) Experience in working in office of private/government organisation iii) Drafting skill and Knowledge of office documentation.
Desirable	Computer especially MS Office, ability to handle official social-media platforms, creation of social media contents using various platforms like Canva, Adobe, etc., shooting and editing of short video and reels
Age Limit	The candidate must not exceed 35 years on the last date of application. Age may be relaxed for experienced and well qualified candidates.
Job Description	Act as an office assistant for the center. The incumbent would report to the Project Coordinator / Chief Coordinator / Principal Project Investigator of BIRAC E-YUVA Project and be involved in providing office-support to the center. Keeping records, maintaining documents, preparation of social media creatives, flyers, videos and handling of social media and support the center for conducting seminars/workshops etc. Other tasks assigned by Project Coordinator / Chief Coordinator / Principal Project Investigator on time to time basis.