

OFFICE OF THE PRINCIPAL, SHAILABALA WOMEN'S (AUTO.) COLLEGE, CUTTACK.

NO. 705 /DT. 13-10-18

Applications are invited for Walk in Interview on **27.10.2018 at 11 A.M.** for the following posts on daily wage basis (as per Govt. norm) in the College Office. All appointment will be purely temporary and subject to the availability of fund and requirement of the college.

1. Data Entry Operator
2. Technical Assistant (B.Ed S.F)
3. Technical Assistant (Library)
4. Office Assistant (Controller of Examinations)
5. Attendant (Controller of Examinations)
6. Library Attendant (Library)

Sl No.	Name & number of posts	Qualification & Experience	Age as on 01.01.18
01	Data Entry Operator (Two)	The Candidate 1. Must be a citizen of India 2. Must have a Bachelor's degree with a PGDCA in Computer Application from a recognized University/Institute. 3. 1-2 years of experience in the relevant field is preferable.	More than 21 years
02	Technical Assistant (One)	The Candidate 1. Must be a citizen of India 2. Must have a Bachelor's degree with a PGDCA in Computer Application from a recognized University/Institute. 3. 2-3 years of experience in the relevant field is preferable	More than 21 years
03	Technical Assistant (Library) (One)	The Candidate 1. Must be a citizen of India 2. Must have a Bachelor's degree with a PGDCA in Computer Application from a recognized University/Institute. 3. 1-2 years of experience in the relevant field is preferable	More than 21 years
04	Office Assistant (One)	The Candidate 1. Must be a citizen of India 2. Must have a Bachelor's degree with a PGDCA IN Computer Application from a recognized University/Institute. 2. 1-2 years of experience in the relevant field is preferable.	More than 21 years
05	Library Attendant (One)	The Candidate 1. Must be a citizen of India 2. Must have a passed HSC Examination or equivalent. A Certificate course in Library & Information Science from a recognized institute with 2-3 years experience is desirable.	More than 21 years
06	Attendant (One)	The Candidate 1. Must be a citizen of India 2. Must have a passed HSC Examination 3. 2 years of experience in the office work.	More than 21 years

N.B:- Reporting time 10.30 A.M. in the Smart Class Room.

Shailabala
13/10/18
Principal,

Shailabala Women's (Auto.) College, Cuttack

Memo No. 706 /Dt. 13-10-18

Copy to OIC, Website to upload in the College website/All Notice Boards/Coordinator, B.Ed/ OIC, Library/ Admn. Bursar/ Controller of Examinations/Head Clerk for information and necessary action.

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