



Walk-in-Interview for engagement of Data Entry Operator and Lab Attendant on Short-Term Contract Basis at MANUU-College of Teacher Education, Asansol.

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The University intends to engage the services of suitable persons as **Data Entry Operator and Lab Attendant** on short-term contract basis to serve at MANUU College of Teacher Education, Asansol. The desirous eligible candidates may directly appear in the Walk-in-Interview.

Date & Time of the Walk-in-Interview: **Monday, 18th December 2023 at 9.30 AM**

Venue: MANUU-College of Teacher Education,
Danishgah Islamia High School Campus,
School Lane, Hutton Road, Asansol (WB).

The minimum eligibility conditions, experience, salary structure etc are as under:-

Name of Position	Data Entry Operator-01	Lab Attendant-01
Essential Qualification & Experience required	i). Graduate from a recognized University. ii). English Typing @ 35 WPM OR Hindi Typing @ 30 WPM. iii). Proficiency in Computer Operations. iv). Knowledge of Urdu.	10+2 with Science stream from any recognized Central / State Board. OR 10th Pass from any recognized Central / State Board with Science as one of the subjects and two years experience in Laboratory of recognized University / Institution / College.
Age	Preferably below 30 years	Preferably below 30 years
Place of posting	MANUU College of Teacher Education, Asansol	MANUU College of Teacher Education, Asansol
Period of engagement	On short-term contract basis, initially for a period of three months, further extendable on the basis of performance evaluation and requirement.	On short-term contract basis, initially for a period of three months, further extendable on the basis of performance evaluation and requirement.
Monthly remuneration	₹20,400/- per month (consolidated)	₹15,400/-per month (consolidated)
Documents required for walk-in-interview	Original and one set of self attested photo copies of certificates of proof of education, experience, age etc along with one passport size photograph.	Original and one set of self attested photo copies of certificates of proof of education, experience, age etc along with one passport size photograph.



General:

1. The candidates have to register themselves by 9.30 AM.
2. No late arrival will be entertained.
3. The above position is purely on short-term contractual basis, initially for a period of three months.
4. Candidate with knowledge of Urdu will be preferred.
5. The University reserves its right not to fill up the advertised post or cancel the interview if the circumstances warrants.
6. No TA/DA will be provided to the candidate(s) appearing for Walk-in-Interview.
7. Candidates should satisfy themselves about the job responsibilities requirements before attending the Walk-in-Interview.
8. Canvassing in any form shall render the candidate ineligible automatically.
9. Candidates should provide one passport size photo, one set of self attested photocopy of all certificates of qualification, proof of age, experience, caste (reserved category) etc. along with his/her application.
10. Candidates should provide two References with contact number and email ID for verification of professional experience.

Sd/-
REGISTRAR



REGISTRATION FORM

Post applied for : _____

Reg.No. _____ (for office use)

1. Name of the applicant (Capital letters) :
2. Father's Name :
3. Date of Birth / Age :
4. Category (SC/ST/OBC/EWS/PWD/UR/XSM) :
5. Educational Qualifications :
6. Technical Qualifications :
7. Experience (attach proof) :
8. Knowledge of Urdu (Yes/No)
If yes, specify the proof :
9. Address for Communication :
10. Contact No. :
11. Email Id. :
12. Name and address with phone numbers of two responsible persons not related to you to whom a reference can be made about you.
i). :
- ii). :

Signature of the candidate

Note: Attach one set of photocopies of educational qualification and experience and produce original certificate thereof at the time of walk-in-interview.