

College of Engineering and Management, Kolaghat
KTPP Township, Purba Medinipur - 721171

NOTICE

Recruitment of Computer Operator under TEQIP Phase – II Programme

Applications are invited from eligible Indian citizens on plain paper giving details of qualifications (From class 10th onwards) with specialization, experience, etc. for the post of Computer Operator under the TEQIP Project, Phase II. Application with self-attested testimonials should reach to the Coordinator, TEQIP within 30th November, 2012. The interested candidates should send a soft copy of bio-data to sp@cemk.ac.in in advance.

Job Description: Office works including data entry operations related to the TEQIP project. The person needs to have proficiency for handling computers and different software systems.

Essential Qualification: Graduation with DOEACC A Level certification / BCA / B.Sc. Computer Science (Honours) or equivalent of any of the above qualifications. Data entry operation (speed 40 words/minute), knowledge in MS Office, and data handling is essential.

Desirable: Previous experience.

Duration of Job: 06 (Six) Months. In case of extension, it will be notified later and depending upon satisfactory performance as deemed fit by the TEQIP Institutional Committee, College of Engineering & Management, Kolaghat. The project duration is expected to continue till December 31, 2014 subject to fulfillment of the TEQIP programme requirements.

Remuneration: Gross emoluments for the post would be Rs.10000/- (consolidated). No separate benefit is admissible.

General Conditions:

1. The services of a contractual appointee can be terminated at any time by the Director of the Institute without assigning any reason.
2. The initial appointment will be for a period of 06 (Six) Months.
3. The post will be coterminous with the project.
4. The Institute reserves the right not to fill the post.

Coordinator, TEQIP - II