

Rewa Engineering College, Rewa (M.P.)

WALK-IN INTERVIEW

ADVERTISEMENT NO.: RECR/TEQIP-III/Advt./01 3283

Dated 23/09/2017

A Walk-In-Interview is scheduled on 10/10/2017 at 11:00 AM for the appointments (on contract basis) for the post of Data Entry Operator, Office Assistant Staff - Accounting, Computer/Network Technician in TEQIP-III office, Rewa Engineering College Rewa, for 11 Months under TEQIP-III Project.

1. **Post Name:** Data Entry Operator under TEQIP-III Project.

No. of post: 01 (UR)

Essential Qualification: Graduate (from Science Stream/Commerce stream /Bachelor in Computer Application) from recognized University, Good typing skill/speed in Hindi and English.

Desirable Qualification: CCC/O-Level/PGDCA along with one year working experience on MS Office and Internet browsing.

Age limit: Not above 35 years.

Salary: Rs.10,000/- per Month.

2. **Post Name:** Office Assistant - Accounting under TEQIP-III Project

No. of post: 01 (UR)

Essential Qualification: (i) First division Bachelor degree in commerce (B.com) from recognized university or institutes.

Desirable Qualification: (i). Knowledge of Tally software.
(ii) Typing proficiency in English and Hindi.

Age limit: Not above 35 years.

Salary: Rs.10,000/- per Month.

3. **Post Name:** Computer / Network Technician, under TEQIP-III Project

No of Post: 01 (UR)

Essential Qualification: (i) Graduate from recognized University/ Institutes
(ii) Computers Network certification from recognized University/ Institutes.

Desirable Qualification: (i) Diploma in Hardware and networking
(ii) 2 year Experience in maintenance of LAN networking serve, switches and other equipment

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Age limit: Not above 35 years.

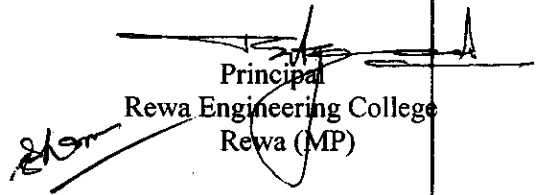
Salary: Rs.10,000/- per Month.

Selection process: Walk-in interview dated on 10/10./2017 at 11:00 AM

Venue: meeting Hall (G-9) REC, Rewa.

The applicants are required to bring his/her bio-data along with all testimonials (in original) and one set of self attested Xerox copy of the same.

N.B. The appointments shall be made purely on temporary basis initially for a period of 11 months which can be extended as per the need of the TEQIP-III project. The contract can be terminated at any time without any prior notice. The institute reserves the right not to fill any or all the posts advertised.


Principal
Rewa Engineering College
Rewa (MP)



TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME (TEQIP - II)
Rewa Engineering College, Rewa

Application for Data Entry Operator/ Office Assistant-Accountant/ Computer/Network Technician
under TEQIP-III Project

Name of the Post applied for:

1. Name of the Candidate:		Please fix a passport size photo here
2. Father's / Husband's Name:		
3. Date of Birth:		
4. Age as on 01-01-2017:		
5. Nationality:		
6. Category:	Gen / OBC / SC / ST	
7. Present address:		
8. Permanent address:		
9. Mobile no:		
10. Email:		

11. Educational qualification with copies of testimonials :

Name of the Exam	Board /Univ.	Year of Passing	Subject taken	Division	% of Marks

12. Desirable Qualification related to Post:

Name of the organization	Name of the course	Certificate If any

13. Past experience, if any (Attach certificates from the employer) :

Name of the organization	Posts held with Past/Present Employer/Employers	Monthly wages drawn

14. Any other information which may justify your candidature:

I,....., the undersigned do hereby solemnly declare that the above information is true to the best of my knowledge and belief. In case any of the above information will at any time be found incorrect, my appointment will be deemed as void. I shall be liable for immediate termination. I understand that if I am selected I shall be appointed temporarily for 11 months under TEQIP-III Project.

Place :

Date :

Signature of the applicant