



# GOVERNMENT COLLEGE OF ENGINEERING, JALGAON

(An autonomous Institute of Government of Maharashtra)

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## WALK IN INTERVIEW

The Institute desires to appoint Technical staff for TEQIP III Cell on contract basis.

Sr No	Position	Nos	Nature of Work/ duty	Essential Qualification	Desirable requirement
1	MIS Operator	1	<ul style="list-style-type: none"><li>* To Operate Institute's TEQIP- III MIS</li><li>* To process all related activities of TEQIP-III.</li><li>* To work as liaison person with PFMS Portal NPIU service provider.</li><li>* To work as per Instructions of Higher authority.</li></ul>	B. Tech / B. E. in Computer or Information Tech. or equivalent OR M.C.A. OR M Sc in computer Science/ Technology.	Minimum 1 year experience on .net base, MIS operation
2	Technical Assistant	1	<ul style="list-style-type: none"><li>* Dispatch and other office activities of TEQIP-III.</li><li>* Marathi and English typing/ data Entry work.</li><li>* Assist MIS Related Work.</li><li>* To work as per instructions of Higher authority.</li></ul>	MBA/MCM/Diploma in Engineering/B.C.A./B.Sc. Computer or Inf. Tech. or equivalent with the knowledge of English typing, MS word, Excel, power point and MS-CIT.	Minimum 1 year experience typing of Marathi is desirable
3	Assistant Accountant	1	<ul style="list-style-type: none"><li>* Support to conduct institute's all account related activity online on the PFMS Portal of NPIU.</li><li>* Record/ data maintenance.</li><li>* Correspondence, drafting, proposal making.</li><li>* To work as liaison person between TEQIP coordinators and concern.</li><li>* To work as per instruction of Higher authorities.</li></ul>	B.Com/M.Com/MBA Or equivalent with the sound knowledge of accounting and Tally software, with computer proficiency in English language.	Minimum 1 year experience in relevant field.

### Terms and conditions:

Appointment will be made purely on contract basis and for the duration of 11 month. Other details available in office/Institute website.

**Schedule of interview:** All eligible and aspiring candidates shall attend personal interview at their cost on **14/08/2018** at **11.am.** in the institute along with the application and bio-data, all original documents and set of attested copies of all documents. The Principal reserves the rights of the appointment and change in schedule, if required.

Principal