



MAHISHADAL RAJ COLLEGE



NAAC accredited 'A' Grade College
NSDC Training Partner
DST (FIST) Govt. of India Approved College
Mahishadal :Purba Medinipur

VACANCY NOTIFICATION FOR DDUGKY PROJECT

Applications are invited from suitable candidates for the appointment of Teaching and Non Teaching Staff for the following positions on contractual basis for DDUGKY Project in West Bengal at the Mahishadal Raj College Centre, Mahishadal, Purba Medinipur.

A) Vacancies in Non-Teaching Posts

1) Mobilizer :-

Graduate in any discipline with pleasing personality, communication skill and ability to travel. Preference will be given to candidates with 2 - 3 years working experience in DDUGKY Project and possessing valid esop certificate.

Number of Vacancies: Two

2) Q Team Manager:-

Graduate in any discipline with IT skill. Preference will be given to candidates with 3 - 5 years working experience in DDUGKY Project and possessing valid esop certificate. The Post is strictly residential and the candidate cannot leave the centre without prior permission from the college authority.

Number of Vacancy: One

3) Operation Executive :-

Graduate in any discipline with IT Skill. Preference will be given to candidates with 2 - 3 years working experience in DDUGKY Project and possessing valid esop certificate.

Number of Vacancy: One

4) Centre Manager:-

Graduate in any discipline with IT and Communication Skill. Preference will be given to candidates with 2 - 3 years working experience in DDUGKY Project and possessing valid esop certificate. The Post is strictly residential and the candidate cannot leave the centre without prior permission from the college authority.

Number of Vacancy: One



5) **Placement Executive:-**

Graduate in any discipline with pleasing personality, communication Skill and ability to travel. Preference will be given to candidates proficient in liaisons with various industries for placement and having 2-3 years working experience in placement creation specially under DDUGKY project and possessing valid esop certificate.

Number of Vacancy: One

6) **Finance Executive:-**

Graduate in Commerce with relevant IT Skill and thorough knowledge in Tally and Public Finance Management System (PFMS). Preference will be given to candidates with 3 - 5 years working experience in DDUGKY Project and possessing valid esop certificate.

Number of Vacancies: Two

7) **MIS Executive:-**

Graduate in any discipline with IT Skill. Preference will be given to the candidates with 2 - 3 years working experience in DDUGKY Project and possessing valid esop certificate.

Number of Vacancies: Two

8) **Hostel Warden (Boys)**

Reserved for male candidate preferably having Graduation degree in any discipline with matured personality, supervisory capability and who is passionate about students and education. The post is strictly residential and candidate cannot leave the hostel without prior permission from the college authority.

Number of Vacancy: One

9) **Hostel Warden (Girls)**

Reserved for female candidate preferably having Graduation degree in any discipline with matured personality, supervisory capability and who is passionate about students and education. The post is strictly residential and candidate cannot leave the hostel without prior permission from the college authority.

Number of Vacancy: One



B) Vacancies in Teaching Posts

1) Trainer - Retail Sales Associate (Retail Sector)

Graduate with minimum 2 years experience in Retail Store Operations/ Sales and Teaching Experience along with valid TOT Certificate.

Number of Vacancies: Three

2) Trainer - Front Office Associate (Tourism and Hospitality Sector)

Degree/ Diploma in Hotel Management with minimum 5 yrs experience in Front Office and at least 1 year experience in Supervisory capacity in a classified Hotel and teaching experience along with valid TOT Certificate.

Number of Vacancies: Three

3) Trainer - IT

Graduate with Diploma in Computer Application/ BCA/ BSC in Computer Science with minimum 2 years teaching experience.

Number of Vacancy: One

4) Trainer - Soft Skill

Graduate with English (Hons), pleasing personality and good communication skill with minimum 2 years Teaching Experience.

Number of Vacancy: One

Candidates may submit CV to the “Principal, Mahishadal Raj College” with details of experience etc along with copy of testimonials and indicating the position applied for and email to ‘mahishadalrajcommunitycollege@gmail.com’ latest by July 15, 2021.

**For any query please contact Dr. Sanjay Sen, Director, DDU KAUSHAL
whatsapp – 9775272791 / 9433278506**