**QUALIFICATION**

 **CLERK/DATA ENTRY OPERATOR**

B.A/B.Com with minimum of 55% marks from recognized university or M.Com.

Must have typing speed of 40 w.p.m in English and 30 w.p.m in Punjabi. Knowledge of Computer (with knowledge of MS Word, EXCEL, POWER POINT, TALLY) is essential.

**TECHNICIAN/MAINTENANCE MECHANIC**

1. Matric
2. Diploma in relevant branch from State Board of Technical Education or National Trade Certificate in relevant trade with three years practical experience

 **Terms and conditions:**

1. All the posts shall be filled on contract basis.
2. The college reserves the right to fill or not to fill any or all of the above posts.
3. Applications must reach by 28.07.2014 (5.00 PM) by all means and the college will not be responsible for non-receipt / late receipt of applications due to any postal delay.
4. Candidates having experience of working in Engineering / Technical Institution may be preferred.
5. Incomplete applications will be rejected without entering into any correspondence.
6. Candidates must write name of the department, post applied & category on top of the envelope.
7. If any information supplied by the candidate in his application form is found to be incorrect / false at any stage, his candidature / selection will stand cancelled.
8. Applying for a post does not guarantee a call for interview. Only short listed candidates shall be called.