



MAHISHADAL RAJ COLLEGE



DEEN DAYAL UPADHYAY KAUSHAL KENDRA

Govt. Sponsored College, NAAC accredited Grade 'A'

NSDC Training Partner

DST (FIST) Govt. of India Approved

Mahishadal : Purba Medinipur

Ref No: _____

Date: 13.02.2023

Vacancy Notification for Teaching & Non Teaching Staff for DDU GK Y Project)

Deen Dayal Upadhyay KAUSHAL Kendra, Mahishadal Raj College invites applications for recruitment in the following vacant posts for its Training Centre in Mahishadal for the upcoming DDUGKY Project approved by Paschim Banga Society for Skill Development, Department of Technical Education, Training and Skill Development, Govt of West Bengal. **Appointments to all the posts mentioned below are project based and purely temporary in nature.** Eligible and competent candidates as per Job Role requirements are requested to submit their Detailed Bio-data along with all Testimonials to the Drop Box of the KAUSHAL Kendra Office, or may Email the same to mahishadalrajcommunitycollege@gmail.com within Seven Days of the Advertisement of this Notice in the College Website.

Sl	Name of the Post	Eligibility / Required Qualifications	No of Vacancy	Proposed Salary
1	Domain Trainer, (Full Time) Faculty for Retail Sales Associate and Distributor Sales Associate	Graduate/ MBA with 3 to 5 yrs Teaching experience in Retail Sector. Preference will be given to candidates with Valid TOT Certificate from SSC	03	Negotiable
2	Domain Trainer, (Guest) Faculty for Retail Sales Associate and Distributor Sales Associate	Graduate/ MBA with 3 to 5 yrs Teaching experience in Retail Sector. Preference will be given to candidates with Valid TOT Certificate from SSC	02	Negotiable
3	Non Domain Trainer - IT	MCA/BCA/BTech/BSC in Computer Science with Two to Three Years Teaching Experience	01	Negotiable
4	Non Domain Trainer - Soft Skill and English	MA in English Hons/ MBA / Graduate with English Medium Background with good communication skill and 2 to 3 yrs Teaching experience.	01	Negotiable
5	Centre In Charge	Graduate with Knowledge in Computer, Communication Skill and Pleasing Personality. Must be <i>esop certified as per norms of DDUGKY.</i>	01	Negotiable
6	Mobiliser for the Districts of Purba Medinipur /	Graduate with Knowledge in Computer, Communication Skill and Pleasing	03	Negotiable



	Purba Bardhaman and Purulia (one for each district)	Personality. Must have Experience in Trainee Mobilisation in different Govt Sponsored Courses		
7	Mobiliser (purely on Retainer Basis) for overall supervision of three districts	Graduate with Knowledge in Computer, Communication Skill and Pleasing Personality. Must have Experience in Trainee Mobilisation in different Govt Sponsored Courses	01	Negotiable
8	Accounts Executive	Graduate(B.Com) with Knowledge in Computer and Tally with 2 to 3 yrs experience	01	Negotiable
9	Accounts Executive (Purely on Retainer Basis)	Graduate(B.Com) with Knowledge in Computer and Tally with atleast 5 Years Experience in handling Project Accounts of different Govt Sponsored Schemes	02	Negotiable
10	QTeam Executive	Graduate with Knowledge in Computer, Communication Skill and Pleasing Personality. Must be esop certified as per norms of DDUGKY	01	Negotiable
11	QTeam Executive (Purely on Retainer Basis)	Graduate with Knowledge in Computer, Communication Skill and Pleasing Personality. Thorough knowledge about Quality Assurance and relevant experience in handling DDUGKY Project. Must be esop certified as per norms of DDUGKY	01	Negotiable
12	MIS Executive	Graduate with thorough Knowledge in Computer based applications , Communication Skill and Pleasing Personality. Must be esop certified as per norms of DDUGKY	01	Negotiable
13	MIS Executive (Purely on Retainer Basis)	Graduate with thorough Knowledge in Computer based applications , Communication Skill and Pleasing Personality. Thorough knowledge about MIS Portal and relevant experience in handling DDUGKY Project. Must be esop certified as per norms of DDUGKY	01	Negotiable
14	Placement Executive (Purely on Retainer Basis)	Graduate with Knowledge in Computer, Communication Skill and Pleasing Personality. Must have excellent connections with industries to generate Internships and placement opportunities for the trained candidates Must be esop certified as per norms of DDUGKY.	01	Negotiable
15	Placement Executive	Graduate with Knowledge in Computer, Communication Skill and Pleasing Personality. Must be esop certified as per norms of DDUGKY.	01	Negotiable
16	Operations Executive	MBA with 3 to 5 years working experience in operations, monitoring and administrative activities of DDUGKY Project. Must be esop certified as per norms of DDUGKY	01	Negotiable
17	Auditor (Purely on	Chartered Accountant	01	Negotiable



Retainer basis)				
18	Hostel Warden (Male)	Graduate preferably in Commerce with Knowledge in Computer, Communication and Motivation Skill and pleasing personality.	01	Negotiable
19	Hostel Warden (Female)	Graduate preferably with English Medium Background with good communication and Motivation Skill and pleasing personality.	01	Negotiable
20	Security Staff	Must have good moral character, basic education, good physical structure.	02	Negotiable
21	Sweeper / Housekeeper (Full time duty for Boys and Girls Hostel and Training Centre)	Must have good moral character, experience and knowledge of the Cleaning Job	02	Negotiable

Dr. Sanjay Sen
Director, DDU KAUSHAL Kendra
Project Head, DDUGKY Project
Mahishadal Raj College