VACANCY

(Advt. No.: 01/2026)

1) The Selection Committee wishes to conduct WALK-IN-INTERVIEWS for Engagement of Need-Based Casual Non-Teaching Personnel on a Purely Temporary, Contractual and Daily-Wage Basis [Office Assistant - 02, Office Clerk - 01, Library Assistant - 01, Lab. Attendant (Math) - 01, Lab. Attendant (Commerce) - 01, Attendant (History & Sanskrit) - 01, Library Attendant - 01, Lab. Attendant (Comp. & BCA) - 01, Sweeper - 02, Security - 02] with filled in prescribed format and photocopies & Original testimonials on 07th November, 2026 at 11.00 a.m. at Mahishadal Raj College.

2) Applications are invited from the eligible candidates for Engagement of Need-Based Casual Teaching Personnel on a Purely Temporary, Contractual and Daily-Wage Basis for BCA, Industrial Chemistry, Physical Education, Hospitality Management (B. Voc) and Health Care (B. Voc).

Last date of Submission of application: 06.11.2026

Date and time of interview/interaction**:** 07.11.2026 at 11:00 A.M
Venue**:** Office of the Principal, Mahishadal Raj College.

For more information for said Posts visit our website: www.mahishadalrajcollege.com

Sd/- Principal, Mahishadal Raj College
Mahishadal, Purba Medinipur

MAHISHADALRAJCOLLEGE

(Govt.Sponsored)

Estd.: 1946

NAACaccredited'A'Grade College

Mahishadal:PurbaMedinipur

EMPLOYMENT NOTIFICATION

ADVERTISEMENT NO.:01/2026

INFORMATION TO THE CANDIDATES

i) Candidates must submit their applications within the prescribed deadline, along with self-attested copies of all relevant educational certificates, mark sheets, proof of identity, experience certificates (if any), and a recent passport-size photograph.
ii) Candidates must clearly mention the name of the post or subject area for which they wish to apply.
iii) Candidates applying for teaching positions must possess the relevant educational qualifications and subject-specific expertise in accordance with the applicable norms of the affiliating university and competent regulatory authorities, wherever applicable.
iv) Candidates applying for non-teaching positions must possess the qualifications, practical skills, and experience, wherever required, appropriate to the duties of the post concerned.
v) The engagement shall be purely temporary, contractual and daily-wage in nature, based on the immediate requirements of the College and subject to the approval of the competent authority.
vi) The remuneration shall be paid at the approved rate applicable to the respective category of work, subject to verified attendance and satisfactory performance of assigned duties.
vii) Mere submission of an application shall not confer any right to be called for an interview or to be selected for engagement.
viii) Candidates may be required to appear for an interview, interaction, practical demonstration, or skill assessment, as applicable to the post concerned, on the date and time notified by the College.
ix) Candidates must produce their original certificates and supporting documents for verification whenever required by the College authority.
x) The selected candidates shall perform their duties under the supervision and control of the Principal and shall maintain punctuality, discipline, integrity, and professional conduct.
xi) The engagement shall not confer any right to claim permanent appointment, regularisation, or absorption against any sanctioned post in the College.
xii) The College reserves the right to modify the number of vacancies, revise the selection schedule, defer or cancel the selection process, or decide not to fill any or all of the vacancies, subject to applicable rules and the approval of the competent authority.
xiii) Any false declaration, suppression of material information, or submission of forged or misleading documents may result in rejection of the application or cancellation of the engagement, as applicable.
xiv) No TA/DA shall be admissible for attending an interview, interaction, or skill assessment.
xv) All decisions regarding selection and engagement shall be taken by the competent authority of the College in accordance with the applicable rules and approved terms and conditions.

Note: Candidates are advised to check the notification carefully and ensure that their applications are complete in all respects before submission.

I. INVITING APPLICATIONS FOR CONTRACTUAL NON-TEACHING STAFF ON A PURELY TEMPORARY, AND DAILY-WAGE BASIS

Applications are hereby invited from eligible, qualified, and motivated Indian citizens for appointment to the following non-teaching and technical posts for different departments / offices at Mahishadal Raj College, on a Purely Temporary, Contractual and Daily-Wage Basis and based on institutional requirements. The details of the posts, vacancies, minimum qualifications, and consolidated monthly remuneration are given below:

Sl. No.	Name of the Post & Department	No. of Vacancy	Minimum Required Qualification	Consolidated Remuneration
01	**Office Clerk (Casual/Daily-Wage Basis)**	01 (One)	Master's Degree in any discipline from a UGC-recognized University (Preferably in English) with proficiency in Computer Applications (MS Office, Internet, etc.).	Rs. 500/- per day
02	**Technical Assistant/Lab Attendant (Casual/Daily-Wage Basis) (Computer Science & BCA Department)**	01 (One)	Graduate in Computer Applications / Computer Science (BCA / B.Sc.) or B.E. or B. Tech in CSE/IT, preferably MCA/M. Tech/M.E.) with proficiency in Computer Applications / Systems.	Rs. 400/- per day
03	**Technical Assistant/Lab Attendant (Casual/Daily-Wage Basis) (Department of Mathematics)**	01 (One)	Graduate from a recognized University (preferably M.Sc. in Mathematics) with computer proficiency, preferably in MATLAB & C programming.	Rs. 400;- per day
04	**Technical Assistant/Lab Attendant (Casual/Daily-Wage Basis) (Department of Commerce)**	01 (One)	Graduate from a recognized University with practical knowledge of Tally accounting operations.	Rs. 400/- per day
05	**Attendant (Casual/Daily-Wage Basis) (Dept. of Sanskrit & Dept. of History)**	01 (One)	Graduate in any discipline from a recognized University with computer proficiency.	Rs. 400/- per day
06	**Office Assistant (Casual/Daily-Wage Basis)**	02 (Two)	Graduate in any discipline from a recognized University with computer proficiency and working knowledge of Tally operations.	Rs. 400/- per day
07	**Library Attendant (Casual/Daily-Wage Basis)**	01 (One)	Graduate in any discipline from a recognized University with computer proficiency.	Rs. 400/- per day
08	**Library Assistant (Casual/Daily-Wage Basis)**	01 (One)	Bachelor of Library & Information Science (B.Lib.I.Sc.) from a recognized University.	Rs. 400/- per day
09	**Security Guard (Casual/Daily-Wage Basis)**	02 (Two)	Higher Secondary (10+2) or equivalent with sound physical fitness and communication ability in Bengali, Hindi, and English.	Rs. 250/- per day
10	**Toilet Cleaner cum Sweeper (Casual/Daily-Wage Basis)**	02	Class VIII Pass, and the candidate must have relevant prior work experience in the job role.	Rs. 200/- per day

II. Engagement of Need-Based Casual Teaching Personnel on a Purely Temporary, Contractual and Daily-Wage Basis for BCA, Industrial Chemistry, Physical Education and Hospitality Management (B.Voc) and Health Care (B.Voc).

Applications are hereby invited from eligible and interested candidates for the engagement of **need-based casual teaching personnel** at Mahishadal Raj College on a purely temporary, contractual and daily-wage basis for academic and instructional requirements in the following programmes and subject areas:

Sl. No.	Name of the Post & Department	No. of Vacancy	Minimum Required Qualification	Consolidated Remuneration
01	**Need-Based Casual Teaching Staff (Daily-Wage Basis) (BCA Department)**	02 (Two)	Master Degree in Computer Applications / Computer Science/CSE/IT (MCA/M. Tech/M.E.) or equivalent from recognized university. Preferably at least 2 years teaching experience in a reputed institution and as per the UGC norms.	Rs. 300/- per Class (duration One hour)
02	**Need-Based Casual Teaching Staff (Daily-Wage Basis) (Physical Education Department)**	01 (One)	Master Degree in Physical Education or equivalent from recognized university. Preferably at least 2 years teaching experience in a reputed institution and as per the UGC norms.	Rs. 300/- per Class (duration One hour)
03	**Need-Based Casual Teaching Staff (Daily-Wage Basis) (Department of Industrial Chemistry)**	02 (Two)	Master Degree in Chemistry/ Industrial Chemistry/Chemical Engineering or equivalent from recognized university. Preferably at least 2 years teaching experience in a reputed institution and as per the UGC norms.	Rs. 300/- per Class (duration One hour)
04	**Need-Based Casual Teaching Staff (Daily-Wage Basis) (Department of Health Care)**	01 (One)	Master Degree in Pharmacy / Micro-biology /Nursing / Physiology / MD in Homeopathy or equivalent from recognized university. Preferably at least 2 years teaching experience in a reputed institution.	Rs. 300/- per Class (duration One hour)
05	**Need-Based Casual Teaching Staff (Daily-Wage Basis) (Department of Hospitality Management)**	01 (One)	Master Degree in Hospitality Management /Hotel Management or equivalent from recognised university. Preferably at least 2 years experience in Hospitality Sector.	Rs. 300/- per Class (duration One hour)

A. Nature and Duration of Engagement

The engagement shall be purely temporary, contractual and daily-wage in nature, intended to meet the immediate teaching requirements of the College. The duration and frequency of engagement shall depend on the academic workload and institutional requirements.

Such engagement shall not constitute a regular appointment and shall not confer any automatic right to permanent employment, regularisation, or absorption against any sanctioned teaching post.

Any extension or renewal shall require the approval of the competent authority.

B. Nature of Duties and Responsibilities

The selected candidates shall be required to:

- Conduct theory classes, practical classes, tutorials, and other academic sessions as assigned.
- Prepare lesson plans, teaching materials, and academic records as required.
- Assist in laboratory-based instruction, practical demonstrations, and skill-development activities wherever applicable.
- Evaluate assignments, conduct internal assessments, and undertake other academic responsibilities entrusted by the College.
- Maintain class attendance, teaching records, and other relevant academic documentation.
- Perform such other academic duties as may be assigned by the Principal of the College.

C. Remuneration and Attendance

Remuneration shall be paid on a daily-wage basis or in accordance with the approved rate and mode of payment applicable to the respective teaching assignment, subject to verified attendance and satisfactory performance of assigned duties.

The applicable remuneration rates and payment conditions shall be determined and approved by the competent authority before engagement.

D. Selection Procedure

Selection shall be made on the basis of the candidates' academic qualifications, subject knowledge, teaching aptitude, relevant experience, and performance in an interview or interaction, as determined by the College authority.

Candidates may be required to produce original certificates, mark sheets, experience certificates, identity proof, and other relevant documents for verification.

E. General Terms and Conditions

- The engagement shall remain strictly temporary and contractual and shall be governed by the terms approved by the competent authority.
- The selected candidates shall work under the academic and administrative supervision of the Principal or any other duly authorised authority of the College.
- They shall maintain discipline, punctuality, professional integrity, and appropriate academic conduct.
- The engagement may be discontinued in accordance with the approved terms and conditions.
- No claim for regularisation, permanent appointment, or continuation beyond the approved period shall arise solely by virtue of such engagement.
- The College reserves the right to modify the teaching requirements, revise the number of engagements, or cancel the selection process, subject to applicable rules and the approval of the competent authority.

F. Submission of Applications

Interested candidates are requested to submit their applications, clearly mentioning the programme or subject area for which they wish to be considered, along with the following documents:

- Recent passport-size photograph.
- Updated curriculum vitae (CV).
- Self-attested copies of educational certificates and mark sheets.
- Relevant teaching or professional experience certificates, if any.
- Proof of identity and contact details.

Applications shall be submitted to the Office of the Principal, Mahishadal Raj College, Mahishadal, Purba Medinipur, West Bengal – 721628.

G. Important Dates, General Terms & Application Procedure:

• **Date of Advertisement / Notification:** 31st October 2026

• **Last Date & Time of Receiving Application:** 06th November 2026 (up to 4:00 PM)

• **Application Procedure:** Interested and eligible candidates must apply in plain paper / standard format addressed to the Principal, Mahishadal Raj College, accompanied by a complete Bio-Data (Curriculum Vitae), self-attested photocopies of all educational certificates, mark sheets, testimonials, computer proficiency certificates, proof of date of birth, and two passport-sized color photographs.

• **Mode of Submission:** Duly filled-in application along with supporting documents can be submitted by hand at the College Office during working hours or sent via Registered/Speed Post addressed to 'The Principal, Mahishadal Raj College, Garkamalpur, P.O. – Mahishadal, Dist. – Purba Medinipur, PIN – 721628, W.B. on or before 06th November 2026. The envelope should be super scribed with 'Application for the post of _____.

• **Nature of Post:** All the engagements are purely contractual, temporary, and subject to periodic performance appraisal. This engagement confers no right or claim for permanent absorption or regular employment in the college.

• **Selection Process:** Only shortlisted applicants will be called for interview / computer proficiency assessment. No TA/DA will be admissible for attending the interview. The college authority reserves the right to cancel/modify the recruitment process at any stage without assigning any reason.

Date and time of interview/interaction: 07.11.2026 at 11:00 A.M

Venue: Office of the Principal, Mahishadal Raj College.

Incomplete applications or applications received after the prescribed deadline may not be considered.

The College authority reserves the right to take the final decision regarding selection and engagement in the academic and institutional interests of the College, subject to the approval of the competent authority.

By Order

Dr. Goutam Kumar Maity
Principal & Secretary, Governing Body
Mahishadal Raj College
Mahishadal, Purba Medinipur, West Bengal – 721628

Encl: Prescribed Format for the Application

APPLICATION FOR THE POST OF ……..

To
The Principal
Mahishadal Raj College
Mahishadal : Purba Medinipur

Paste Recent Colour Passport size Photo

Sir,

As per the advertisement no.…… dated ..... , I offer myself as a candidate for the …… post.

Thank you,
Yours faithfully,

……
Date:…… **Signature of the candidate**

1. Name of the Candidate (IN BLOCK LETTER): ……
2. Father's/Guardian's Name : ……
3. Mother's Name : ……
4. Permanent Address : ……
   ……
5. Present Address : ……
6. i) Date of Birth : ……. ii) Age (Age on 01.01.2026):……
7. Post/Posts Applied for :i) …… ii)……
8. Nationality : ……
9. Religion : ……
10. i) Caste :……ii) Sub-Caste:…… ..
11. Physically Handicapped :Yes/No
12. Sex : ……
13. Marital Status :…… ..
14. Contact No. : ……
15. Educational Qualification :

Sl. No.	Examination Passed	Exam. Authority	Year of Passing	Full Marks	Total Marks Obtained	%of Marks	Division

16. Computer Knowledge : ……
17. Working Experience : ……
    ……
18. Any other Experience (if any) : ……
    ……