Walk in Interview

Candidates are invited for walk in interview for following post in Shri Govind Guru University, Godhra with outsource requirement.

Sr.No.	Post	No.of Post
1	Clerk cum Data Entry Operator	3
2	Account Assistant	1
3	Examination Assistant	1
4	Driver cum Peon	2
5	Peon	2

The eligible candidate come with their resume/CV as per given eligibility criteria and detailed instructions on University website www.sggu.ac.in
* No of post may vary
Interview Conducted on Dt. 03/05/2022 at 11:00 am to 2:00 pm

Address
Shri Govind Guru University, Godhra
Government Polytechnic Campus, R.T.O Road, Gadkpur, Godhra, Panchmahal-389001.

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(1) Clerk cum Data Entry Operator (Administration)

NO. OF POST: o3

Monthly fixed salary as per Outsource Agency Norms

QUALIFICATION & EXPERIENCE:

- Bachelor Degree in Any Stream from a recognized University with minimum 55% of marks or its equivalent grade and minimum 02 years of experience in any administration department.
- Thorough Knowledge of Basic Computer, Typing Efficiency, Microsoft office suit knowledge & latest Software knowledge
- Age not more than 40 Years.

SELECTION PROCEDURE:

Personal interview and Skill test

(2) Account Assistant
NO. OF POST: 01
Monthly fixed salary as per Outsource Agency Norms

QUALIFICATION & EXPERIENCE:

- Master Degree/Bachelor Degree in Commerce from a recognized University with minimum 55% of marks orits equivalent grade and minimum 02 years of experience in any account department
- Thorough Knowledge of Basic Computer, Typing Efficiency, Microsoft office suit, Tally Enterprise & latest Software knowledge.
- Age not more than 40 Years.

SELECTION PROCEDURE:
Personal interview and Skill test

(3) Examination Assistant
NO. OF POST: 01
Monthly fixed salary as per Outsource Agency Norms

QUALIFICATION & EXPERIENCE:
MBA or equivalent degree with at-least 55% Marks with minimum two years experience

SELECTION PROCEDURE:
Personal interview and Skill test

(4) Driver cum peon
NO. OF POST: 02
Monthly fixed salary as per Outsource Agency Norms
QUALIFICATION & EXPERIENCE:
- Minimum qualification is 10th pass out with proper driving license

SELECTION PROCEDURE:
Personal interview and Skill test

(5) Peon
NO. OF POST: 02
Monthly fixed salary as per Outsource Agency Norms
QUALIFICATION & EXPERIENCE:
- Minimum qualification is 10th pass out with proper driving license

SELECTION PROCEDURE:
Personal interview and Skill test