



**Society for Promotion of Vocational & Technical Education [SOVTECH]
DBRAIT Campus, Port Blair

Vacancy Notice – Walk In Interview

Society for Promotion of Vocational & Technical Education (SOVTECH) will conduct a walk-in-interview on 27/02/2015 at 03.30 PM in SOVTECH, DBRAIT Campus, Pahargaon, Port Blair to recruit the following staff on contract basis to carry out the Administrative works in Department of Information Technology through SOVTECH, DBRAIT Campus, Pahargaon, Port Blair.

S. No	Description	No. of Posts	Educational & other qualifications	Pay
1	Administrative Officer	01	<u>Educational Qualifications:</u> <ul style="list-style-type: none">• Matriculate /12 std passed from recognized Institute / Board• 25 years of experience out of which minimum 3 years in the capacity of Assistant Secretary / Assistant Director (Admn) or equivalent or 7 years combined service in the capacity of Office Supdt. and Assistant Secretary / Assistant Director (Admn) in A & N Administration. <u>Desirable:</u> Degree in any subject with above experience. <u>Age:</u> Not exceeding 62 years. <u>Method of Recruitment:</u> By Walk in Interview.	₹ 32,500/- (Consolidated)

The candidates are advised to submit their applications forms alongwith all testimonials /documents duly self attested at SOVTECH office, DBRAIT Campus on 27/02/2015 from 09.00 AM to 11.00 AM and Personal Interview will be held at 3.30 PM in the Chamber of Member Secretary (SOVTECH) / Special Secretary (IT).

The interested candidates are requested to attend the walk in-interview on the above date & time alongwith all original certificates and testimonials.

**Member Secretary
SOVTECH**