

DWIJENDRALAL COLLEGE

(NAAC ACCREDITED)

AFFILIATED TO UNIVERSITY OF KALYANI

KRISHNAGAR ★ NADIA ★ WEST BENGAL

PIN : 741101

Ref. No. :

Date :

NOTICE NO-454

As per G.B Resolution adopted in the meeting No.12 dated, 25.01.2025, item No. 5 , sealed tender is invited from willing companies/service providers for the following official and academic works in Dwijendralal College. Tenure for such work is six months which may be extended in future depending upon the merit and quality/ efficiency of service provided. Companies/Agencies /Service Providers are intimated to propose service charge (monthwise) and also to provide a list of workers/support staff(to be known as Educator Assistants/ Technical Assistants) will have to undergo separate steps of "Screening" and "Efficiency Test" which will be intimated to selected companies / agencies/service providers in due course .

DLC reserves all rights to select best service providers according to the decision of its Selection/Advisory Board and Governing Body as well.

List of Responsibilities:

- A. **Educator Assistants** in the Departments of Bengali, English, Commerce, Geography, History, Philosophy, Sanskrit, Pol.Sc, Education and Physical Education.

Minimum Required Qualification:

T.S

1. Atleast 55% marks in Master Degree in concerned subject/ s
2. Computer related Work Experience (in word , Excel , Photoshop , DTP,Corel with Professional Degree as desirable)
3. Preference : NET / SET/Ph.D & Computer Degree from Govt.Recognized Organisation

N.T.S

- B. Technical Assistance Related to Data Entry, electronic and Computer Appliance.

Minimum Required Qualification:

Graduation in any stream, Computer Efficiency

Efficiency in: Photoshop, PageMaker, Corel Draw & Bengali Typing

Last date and Time of Submission of Tender: 22.02.2025

For details contact College Office

Convenor
Purchase & Tender Committee

Copy to:
College Notice Board
College Website



Principal
Dwijendralal College
Krishnagar, Nadia

Dwijendralal College
Krishnagar, Nadia

M. J. 15/02/25