

**OFFICE OF THE PRINCIPAL
SURAJMAL SAHA MAHAVIDYALAYA, PURI
ADVERTISEMENT FOR WALK-IN INTERVIEW**

No.1657 **Dt.09.09.26**

Interested eligible candidates may attend a Walk-in Interview for Contractual engagement of one Lecturer in Commerce, one Data Entry Operator and one Security Guard as per the requirements of the College.

Date & Time of Walk-in Interview: **23.09.2026 at 10 A.M.**

Interested candidates are required to appear for the Walk-in Interview with all relevant original documents and self attested copies.

For detailed information, visit the College website: www.smspuri.in.

Sd./- Principal I/c. Surajmal Saha Mahavidyalaya, Puri

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Principal I/C

Surajmal Saha Mahavidyalaya, Puri

Surajmal Saha Mahavidyalaya, Puri



Ref. 1662

Date 10/09/26

GUIDELINES FOR CONTRACTUAL APPOINTMENT

1. Purpose

These guidelines are framed to ensure a transparent, fair, merit-based and need-based process for the contractual engagement of personnel in the College. The guidelines shall apply to the appointment of:

1. One Lecturer in Commerce
2. One Data-Entry-Operator
3. One Security Guard

The contractual engagement shall be made strictly against the requirement of the College and shall not confer any right on the appointee to claim regular or permanent appointment.

2. Nature of Engagement

- The appointment shall be purely contractual and temporary in nature.
- The initial period of engagement shall ordinarily be for **one academic year or may be extended**, subject to satisfactory performance and availability of funds.
- The contractual employee shall not claim seniority, regularisation, promotion or other benefits applicable to regular employees unless specifically provided under applicable rules.
- The College reserves the right to discontinue the engagement without assigning any reason, there of.

3. Eligibility and Qualifications

3.1. Lecturer in Commerce

The candidate should ordinarily possess:

- A Master's Degree in Commerce or an allied/relevant subject from a recognised university/institution with 55% marks
- NET/Ph.D. qualification, is given preference
- Good communication and teaching skills;
- Relevant teaching experience shall be desirable.

3.2. Data Entry Operator

The candidate should ordinarily possess:

- Minimum qualification of +2/Graduation in any discipline
- Certificate/Diploma in Computer Application or equivalent qualification
- Working knowledge of MS Office, spreadsheets, word processing, email and internet applications
- Adequate typing speed and accuracy
- Previous experience in data entry, office work or institutional administration shall be desirable.

3.3. Security Guard

The candidate should ordinarily possess:

- Physical fitness suitable for security duties;
- Ability to read and write the required language;
- Good conduct and discipline;
- Previous experience in security services, defence, police, home guard or similar duties shall be desirable.

Preference may be given to candidates having relevant security experience and appropriate training.

4. Application Process

Applicants shall submit the following documents along with self-attested copies at the time of interview:

- A Proper Resume/ curriculum Vitae/ Bio-Data
- Recent passport-size photograph
- Educational qualification certificates and mark sheets
- Experience certificates, if any
- Computer/technical qualification certificates for Data Entry Operator;
- Relevant training/experience documents for Security Guard;
- Identity/address proof;
- Any other document, if any

5. Selection Process

5.1. Lecturer in Commerce

After scrutiny, an interview will be conducted followed by the classroom performance and career assessment.

5.2 Data Entry Operator

Selection may be based on:

- Educational/technical qualification
- Relevant experience
- Computer proficiency test
- Typing/data entry test
- Personal interview

5.3 Security Guard

Selection may be based on:

- Educational qualification
- Relevant security/defence experience
- Physical fitness/functional suitability
- Knowledge of security procedures and emergency response
- Personal interview
- Good Character

N.B: A Selection Committee will be constituted to conduct the total interview process starting from document verification to publication of final merit list.


PRINCIPAL

Surajmal Saha Mahavidyalaya, Puri.
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