REQUIRED STAFF

Jai Datta Computer Education
(DOEACC/EDES)

❖ **Co-Ordinator   - 1 No. (F)**   **(Diploma Required)**

Minimum Graduate Passed with 1 year experience in Coordination any Recognized Schools or Institution

Pay Scale –14 to 16K   (Timing – 8 am to 5 pm)

❖ **Shorthand Teacher–   1 No. (F)**

Minimum Graduate with 1 Year Teaching experience in **Shorthand/Stenography** in any recognized institute

Pay Scale –10 to 15K   (Timing – 8 am to 5 pm)

❖ **Computer Teacher - 2 Nos. (F)**   **(Diploma Required)**

Minimum Graduate with 1 Year Teaching experience in **MS Word, MS Excel, MS PPT** in any recognized institute

Pay Scale –10 to 15K   (Timing – 8 am to 5 pm)

❖ **Receptionist   – 1 No. (F)**   **(Diploma Required)**

Minimum Graduate having **Good knowledge in Office Work**

Pay Scale – 12 to 16K   (Timing – 8 am to 5 pm)

SIDCO CHOWK, POST OFFICE LANE BARI BRAHMANA
Contact or Whats App Your CV +91–70061–77054
Interview Conduct on Saturday 11 am to 4pm

Preferred Location Around 8 to 10 kms from Bari Brahmana