

## **ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY**

MANGALWARI BAZAR ROAD, SADAR, NAGPUR-440001.

(Managed by Anjuman Hami-E-Islam, Nagpur)

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### **WALK – IN - INTERVIEW**

For the following **AD-HOC POST** for academic session 2023-24:-

<b>Sr no.</b>	<b>Name of Department and Subject</b>	<b>Name of Post</b>	<b>Minimum Eligibility Criteria</b>	<b>Date of interview</b>
01	Administrative office	Personal Assistant to Principal	<ol style="list-style-type: none"><li>1. Graduate Degree in any stream from recognized university.</li><li>2. Education throughout in English medium.</li><li>3. Knowledge of Computer is a must.</li><li>4. Good communication skills.</li><li>5. He/She will be assisting the Principal for the day-to-day administrative work (Dictation/Typing/Filing/Office Administration etc.)</li><li>6. MBA Preferred.</li></ol>	<b>21<sup>st</sup> Nov 2023</b> <b>Time :11.00am</b>

Eligible candidate for the said post shall apply with application, resume, experience and relevant documents.

Interview will be held at Anjuman College of Engineering and Technology, Sadar, Nagpur.

Management reserved all rights for selection and appointments of the candidates.

**Sd/-**  
**PRINCIPAL**  
**ACET, SADAR, NAGPUR-440001**