



A Don Bosco Institution (Estd. 1934)
Re-Accredited Grade “B++”
College with Potential for Excellence (awarded by UGC)
Affiliated to NEHU (A Central University)
UGC Recognised & AICTE Approved

ST ANTHONY'S COLLEGE

SHILLONG 793 001

MEGHALAYA - INDIA

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website: www.anthonys.ac.in

Principal

Ref. No. SAC/AP/16/2024 - 39 dated 9th Nov. 2024

Advertisement for the post of Lower Division Assistant (LDA)
Cum Computer Operator

Application in the prescribed form along with CV (mentioning contact number and email ID) with copies of supporting mark sheets, certificates, documents, etc., are invited for **one** Sanctioned Post of **Lower Division Assistant Cum Computer Operator**, St Anthony's College, Shillong.

- 1) **Minimum Academic Qualification:** Bachelors' in Arts/Science/Commerce or its equivalent from recognized University with 55% marks and Knowledge in Computer.
- 2) **Desirable Criteria:** Candidates with experience working in an educational institution or handling multi-tasking responsibilities, communication skills, proficiency in computer skills, and the ability to travel around for college-related purposes.
- 3) **Age:** As per Government of Meghalaya rules.
- 4) Reservation policy of Government of Meghalaya applicable.
- 5) Interested candidates shall submit the filled in prescribed application form along with mark sheet of candidates etc., to the college office latest by **22nd Nov 2024 till 4:00 p.m.**
- 6) Bank draft of ₹ 500/- (Rupees Five Hundred) in favour of the Principal, St. Anthony's College payable at Shillong must be submitted along with the application.

Method of Selection

- Written Test
- Personal Interview

Guidelines for submission of Applications:

- 1) Applications are to be addressed to The Principal, St Anthony's College, Shillong.
- 2) Applications should be submitted in envelopes clearly marked on the outside of the envelopes as “Application for the Post of LDA Cum Computer Operator”.
- 3) Applications are to be submitted in plain paper along with CV, one passport size photo, self-attested copies of mark sheets, certificates, and other documents.
- 4) Employed applicants must submit a “No Objection Certificate” from the present employer.

- 5) Eligibility does not guarantee that candidates will be called for the written test and personal interview. Only short listed candidates will be called & intimated.
- 6) No correspondence from the candidates will be entertained in connection with the process of selection. Canvassing in any form will entail disqualification of candidature.
- 7) Incomplete applications will be rejected.
- 8) The decision of the college in all matters shall be final.
- 9) The Upper Age Limit is as per the Government of Meghalaya notification.
- 10) Last date of receipt of application is 22nd Nov. 2024 at 4 PM

Note: The application form may be downloaded from the college website www.anthonys.ac.in



Fr. (Dr.) Arcadius Puwein, SDB
Principal
Principal
St. Anthony's College
Shillong - 793001
Meghalaya - India