



Estd 1978

SHISHU ANANTA MAHAVIDYALAYA

(AFFILIATED TO UTKAL UNIVERSITY)

ACCREDITED AS B+ BY NAAC (UGC)

BALIPATNA, KHORDHA, (ODISHA) Pin-752102

e-mail : shishuananta.mahavidyalaya@gmail.com

Letter No... 297/SAM.....

Date... 19.08.2025

QUOTATION CALL NOTICE

Sealed quotations are invited from reputed & experienced agencies to provide the following manpower for a period of 8 months (up to 30th April 2026) at Shishu Ananta Mahavidyalaya, Balipatna.

Sl. No.	Name of the Post	Qualifications/ Skills	Manpower Required
1	Office Assistant	<ul style="list-style-type: none"> Minimum qualification - Graduate in any discipline. Proficiency in MS Office, E-mail and basic computer applications with 40 wpm typing speed. Good communication and drafting skills in English/Odia. Experience in office/clerical work will be preferred. 	02
2	Office Boy	<ul style="list-style-type: none"> Minimum qualification - Class-VIII pass/ Matriculation. Physically fit to carry out office duties. Ability to read and write in English/Odia. Experienced in office support work will be preferred. 	01

Terms & Conditions: -

1. Quotations must clearly mention monthly remunerations including all service charges.
2. The selected agency will be fully responsible for any kind of misconduct at the performance provided. In case of any negligence the concerned agency will be held accountable and liable to take immediate corrective measures.
3. Quotation should be submitted in a sealed cover to the undersigned by 26th August 2025. Late submission of quotations after due date will not be entertained.
4. The authority reserves the right to accept or reject any quotations with the assigning any reason thereof.

Principal
19.08.25
PRINCIPAL

Principal
S. A. Mahavidyalaya
Balipatna Khordha