

Vacancy Announcement

Madan Bhandari Memorial College, a non-profit making community college, invites applications for the following positions to work in the given shift. Interested qualified candidates are required to apply along with CV, cover letter and copies of testimonials by 3 Shrawan 2080. Candidates may drop applications to the college reception or may email to: vacancy@mbmc.edu.np

SN	Position	Required Number	Shift	Minimum Qualification
1	Account Officer	1	Morning/Day	<ul style="list-style-type: none">• At least MBS or MBA degree from a reputed university• At least five years' work experience of accounting administration• Preference will be given to the candidate having work experience of similar position in an academic institution• Age: Below 50 years
2	Receptionist cum Cashier	1	Morning	<ul style="list-style-type: none">• At least 10+2 or Intermediate degree in Management• Excellent communication skill• Age: Between 20 to 25 years• Preference will be given to the candidate having two years' work experience
3	IT Officer	1	Morning/Day	<ul style="list-style-type: none">• At least BSc CSIT/BCA/BIT/BE Computer or equivalent degree from a reputed university• Having good knowledge of computer hardware• At least two years' work experience of computer networking• Age: Below 50 years

For More Information:

Madan Bhandari Memorial College

New Baneshwor, Kathmandu

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