

Notification of vacancy: Non-Teaching Staff

Applications are invited from prospective candidates for filling up the post of Lower Division Clerk, Electrician cum care taker, Lady Attendant and Guard for Gangadharpur Mahavidyamandir, Howrah as hereunder.

Name of the Post	Essential Qualification	Pay and Allowances	Age
Clerk (Lower Division): 2 (two) posts (one S.C. category and one unreserved)	(a) A Pass in Madhyamik Examination of the West Bengal Board of Secondary Education or its equivalent and (b) Acquisition of elementary knowledge in Computer operation and typing.	As per Govt. rule	As per Govt. rule as on 01/01/2015
Electrician cum care taker: 1 (one) post (UR)	A Pass in ITI (electrical) examination.		
Lady Attendant: 1 (one) post (UR)	A Pass in class 8 th standard Examination		
Guard: 1 (one) post (UR)	A Pass in class 8 th standard Examination		

1. Prescribed application form can be downloaded from the College website <http://gangadharpurmahavidyamandir.in>. Interested candidates fulfilling the educational qualifications prescribed for the post above may submit his/her application in the prescribed proforma along with the self-attested copies of qualification, computer literacy certificate, experience certificate, Caste Certificate issued by Competent Authorities. Applications will be accepted in the college office on or before 17/12/2015 at 4:00 p.m only by speed post or registered post. No TA/DA will be paid either for appearing for the written test, interview or joining the post. All the information regarding eligible candidates, date of written test and interview etc. will be published in website notice at due time.
2. A written test and interview will be taken.
Syllabus for written test
(a) Clerk (Lower Division): 50 marks comprising of multiple choice objective type questions on English, Bengali, General Studies and Arithmetic. The standard of Examination shall be similar to that of Madhyamik Examination of the West Bengal Board of Secondary Education.
(b) Electrician cum care taker: 50 marks (core subject)
(c-d) Lady Attendant and Guard: 50 marks comprising of multiple choice objective type questions on English, Bengali and General Studies. The standard of Examination shall be similar to that of class eight Examination.

Prescribed Application Proforma

Affix passport
size photograph

To,
The Teacher in Charge
Gangadharpur Mahavidyamandir, Howrah
W.B

Sub: Application for the post of _____

1. Name: - (In block letters): _____
2. Date of Birth: _____
3. Age: _____
4. Gender (Male / Female): _____
5. Marital status: _____
6. Address for correspondence (In block letters) : _____

7. Constituency: _____
8. Contact No.: _____
9. Employment Exchange Reg. No. _____ valid upto _____

10. Educational Qualifications:

Sr. No.	Degree / Diploma / certificate	Month & year of passing	Name of Board / University	% achieved
1	2	3	4	5

(Note: May attach additional sheets, if required)

11. Work experience in the field:

Sr. No.	Place of work	Post held	Date		Period
			From	upto	
1	2	3	4	5	6

(Note: May attach additional sheets, if required)

12. Extra Curricular activities, if any along with supporting documents / certificates:

DECLARATION

I hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. I understand that in the event of particulars or information given herein being found false or incorrect, my candidature for the recruitment is liable to be rejected or cancelled. In the event of my misstatement/discrepancy in the particulars being detected, after my appointment, my services shall be terminated without any notice to me.

Place: _____

Dated: _____

Signature of the candidate
Name:-

NOTE: Self attested copies of following certificates in proof of being authentic should be enclosed without fail(if applicable).

1. Age certificate
2. Caste certificate
3. Valid Employment Exchange Registration Card
4. Educational, Technical Qualification & Computer literacy certificate