SALDIHA COLLEGE

[B+Re-Accredited by NAAC]

P.O. SALDIHA • DIST. BANKURA • PIN-722173

Phone : (03242) 262224 • Fax : 913242-262224

Website : www.saldihacollege.com

E-mail : saldihacollege@yahoo.com / saldihacollege@gmail.com

Ref No. SC/Rect./18/132   *Date:* 27.11.2018

Advertisement No. **01/2018**   Date: **27.11.2018**

        Applications are invited from Indian Citizens in the prescribed format to be downloaded from the college website: www.saldihacollege.com for recruitment to the Non-teaching posts as follows.

Sl. No.	Name of the post	Category	No. of Post	Pay Band	Grade pay	Qualification
1	Clerk (L.D)	1st post –SC, 2nd post- General (UR) & 3rd Post – General (E.C)	3(Three)	Rs. 5400 – 25200	Rs. 2600	The candidate shall be able to read & write Bengali and passed Madhyamik from a school recognized by the Government. Preference shall be given to them who have knowledge in Computer application and who have engaged on contractual or temporary mode in concerned college for a period more than two years.
2	Peon (Group – D)	General (UR)	1 (One)	Rs. 4900 – 16200	Rs. 1700	The candidate shall be able to read & write Bengali and have passed Class VIII from a school recognized by the Government. Preference shall be given to them who have knowledge in Computer application in MS OFFICE and who have engaged on contractual or temporary mode in concerned college for a period more than two years.
3	Lady Attendant (Group - D)	General (UR) (Specified only for women candidates)	1 (One)	Rs. 4900 – 16200	Rs. 1700	The candidate shall be able to read & write Bengali and have passed Class VIII from a school recognized by the Government. Preference shall be given to them who have knowledge in Computer application in MS OFFICE and who have engaged on contractual or temporary mode in concerned college for a period more than two years.

4	Laboratory Attendant (Group -D)	1st post –SC, 2nd post- ST, 3rd Post – General (UR), 4th Post- OBC-A, 5th Post – SC & 6th Post – UR (PWD, Visual Impairment)	6(Six)	Rs. 4900 – 16200	Rs. 1700	The candidate shall be able to read & write Bengali and have passed Class VIII from a school recognized by the Government. Preference shall be given to them who have knowledge in Computer application in MS OFFICE and who have engaged on contractual or temporary mode in concerned college for a period more than two years.
5	Library Peon (Group - D)	General (UR)	1 (One)	Rs. 4900 – 16200	Rs. 1700	The candidate shall be able to read & write Bengali and have passed Class VIII from a school recognized by the Government. Preference shall be given to them who have knowledge in Computer application in MS OFFICE and who have engaged on contractual or temporary mode in concerned college for a period more than two years.
6	Karmabandhu	General (UR)	1 (One)	Remuneration not exceeding Rs. 3000 per month to be paid out of contingency.		The candidate shall be able to read & write Bengali and have passed Class VIII from a school recognized by the Government. Preference shall be given to them who have knowledge in Computer application in MS OFFICE and who have engaged on contractual or temporary mode in concerned college for a period more than two years

Terms & Conditions for selection of the post mentioned above:

1. A Demand Draft in favour of "**SALDIHA COLLEGE**" payable at **Bankura** on any Nationalized Bank for Rs. 400 for General (UR) Candidates and Rs. 200 for OBC candidates will be submitted at the time of submission of the Application Form. Candidates belonging to SC and ST Category need not to submit any fees of Demand Draft.

2. Candidates belonging to SC, ST, OBC-A, OBC-B, E.C and other reserved category must produce their original Certificate before the Interview. The certificate issued by the competent authority within the State of West Bengal shall only be considered valid. Such certificates issued from other states shall not be considered for the purpose of reservation. However, such candidates from other states may apply as unreserved candidates.

3. No TA/DA is admissible for appearing at the Selection Test/ Interview.

4. Candidates should enclose self attested photocopy of the age proof Certificate along with their Application.

5. Maximum age limit : 40 Years for General Category, 45 Years for SC/ST & 43 Years for OBC/ PWD Category.

6. Envelope containing the Application should be super scribed with "Application for the post of ……………………."

7. Application form will not be received in the college office by hand. Completed application in the prescribed form along with photocopies of two sets of all credentials must reach the office of the Principal by **12.12.2018** within working hours through registered post / speed post. Before the Interview all the original Certificates shall also be produced by the Candidates.

8. Application received after due date and time be rejected summarily. Incomplete Applications shall also be treated as cancelled and the college authority shall not be liable to explain any reason in the matter.

9. Application should be addressed "**To the Principal, Saldiha College, P.O- Saldiha, Dist.- Bankura, PIN- 722173, West Bengal, India"**.

10. Selection procedure: Selection of the Candidates for the post of **Group-C** will be made on the basis of Written Test, Computer Test and Interview.

11. In case of Walking Interview candidates for the post of **Group-D** should have possessed all original Testimonials, Experience Certificates and Demand Draft with photocopies of two sets along with filled up Application at reporting time.

12. For all sorts of information regarding selection of Non-teaching staff of Saldiha College candidates are advised to follow our website regularly.

13. **Written Test & interview Schedule for Group C:**

Sl. No.	Name of the post	Date and Marks of Written Test & Interview	Venue of Examination
1	Clerk	**Written Test: MCQ Pattern with OMR sheet** 150 marks (Comprising of Mathematics, English and Mental Aptitude) on **06.01.2019** from 12 noon to 2 pm. **Computer Application Test:** 50 marks Date and time to be intimated later on through SMS and Email. **Interview:** 20 marks Date and time to be intimated later on through SMS and Email.	Khatra Adibasi Mahavidyalaya, Khatra, Bankura

14. **Walk-in-Interview Schedule for Group D:**

Sl. No.	Name of the post	Category	Date of Walk-in-Interview	Reporting time	Venue of Examination
1	Peon	General (UR)	08.12.2018	10 am to 12 Noon	
2	Library Peon	General (UR)	08.12.2018	10 am to 12 Noon	
3	Lady Attendant	General (UR)	09.12.2018	10 am to 12 Noon	
4	Karmabandhu	General (UR)	09.12.2018	10 am to 12 Noon	
5	Laboratory Attendant in Chemistry	General (UR)	10.12.2018	10 am to 12 Noon	Khatra Adibasi Mahavidyalaya, Khatra, Bankura
6	Laboratory Attendant in Zoology	ST	10.12.2018	10 am to 12 Noon	
7	Laboratory Attendant in Chemistry	SC	11.12.2018	10 am to 12 Noon	
8	Laboratory Attendant in Physics	OBC-A	11.12.2018	10 am to 12 Noon	
9	Laboratory Attendant in Botany	SC	12.12.2018	10 am to 12 Noon	
10	Laboratory Attendant in Geography	General (PWD, Visual Impairment)	12.12.2018	10 am to 12 Noon	

NB: **After expiry of Reporting Time no application shall be entertained.**

Principal
Saldiha College
Saldiha, Bankura

SALDIHA COLLEGE

APPLICATION FORMAT

To
The Principal
Saldiha College
Saldiha, Bankura
West Bengal, India Pin- 722173

Ref: Advertisement published in 'The Telegraph' & ' Bartaman' on 27.11.2018

POST APPLIED FOR:…………………………………………………………………………..
Advertisement No. …………………………………………………………………………………

(1) Name in full (in Block Letters): ………………..

(2) Father/ Husband/ Guardian's Name : …………………………………………………

(3) Date of Birth : ……………………………………………………………………………

(4) Marital Status : …………………………………………………………………………

(5) Age on 01.11.2018 : ……………………………………………………………………

(6) Gender : ……………………….

(7) Nationality : …………………

(8) Religion : …………...............

(9)   Address (With Pin Code) : ……………………………………………………………….
       …………………………………………………………………………………………..
       …………………………………………………………………………………………..

(10)*Mobile / Contact No.:………………………………………………………………….

(11)*Email. id : …………………………………………..

(12) Category: Unreserved / SC / ST/ OBC-A / OBC-B / E.C / PH / PWD (Please [√])

(13) Language known (Please [√])

	Speak	Read	Write
English			
Bengali			
Hindi			
Nepali			

(14) Academic Qualification (Attach separate sheet, duly authenticated, if required):

Sl. No.	School/ Board/ University/ Institution	Examination passed	Year of passing	Total Marks	Marks obtained	% of Marks

(15) Computer knowledge (If any)……………………………………………………………..

(16) Working Experience (At least two years of uninterrupted service, if any) : …………..

(17) Demand Draft No. ……………………………………. ….Dated……………………….

I hereby declare that I have carefully read the conditions of eligibility mentioned in the advertisement. These conditions are acceptable to me and I fulfill these conditions. The details mentioned in the Application are true and I shall furnish the necessary certificates whenever required. If any information/ details found to be incorrect / false at any stage of the selection process or if any fact found to have been concealed by me or detected even after the appointment, my service may be terminated.

Date : …………………………

Place : ………………………..

Full signature of the Applicant

Self attested documents which should be enclosed along with the application form:
1) Proof of Age. 2) Proof of Academic qualifications. 3) Proof in support of category (if applicable). 4) Proof of Computer knowledge. 5) 2 (Two) passport size self attested photographs. 6) Proof of working experience, if any. 7) Original Demand Draft (if applicable). 8) Proof of residential certificate (Aadhar Card/ Voter ID / Passport or Driving License). 9) Proof in support of disability (if applicable). 10) Proof in support of Exempted category (if applicable).

*NB: In absence of Mobile number and Email ID the application of the candidates for the post of Group-C shall be liable to be rejected.