

COOCH BEHAR COLLEGE

ESTD. - 1970



Dr.Pankaj kumar Debnath

Principal

E-mail: pankaj.debnath.econ@gmail.com

NAAC ACCREDITED (AT B++ GRADE) COLLEGE

Ref. No.

Date -12/11/2018

Advertisement No. 1802/7-18 dated -12/11/18 WALK-IN-INTERVIEW FOR NON-TEACHING POSTS (Gr.-D)

Cooch Behar College, Cooch Behar, is going to recruit Non-Teaching Staff for the following Group-D posts in terms of Government Order No: 1038- Edn (CS)/4E-26/2016 dated 18th September, 2017 and G.O.No.940-Edn (CS)/4E-25/2010(Part) Dated 25.08.2017 & G.O.No.170-Edn (CS)/4E-25/2010(Part) Dated 15.02.2018.

A) Post, Type, Vacancy & Reservation :

Sl. No	Name of the post	No. of the posts	Category & No of post	Pay Band	Grade pay
1.	Laboratory Attendant (Chemistry) (Gr-D)	02 (Two)	Un Reserved (Exempted Category) -01 ST-01	Rs.4,900/- ----16,200/-	Rs. 1,700/-
2.	Laboratory Attendant (Physics) (Gr-D)	01 (One)	Un Reserved (Ex-Service man) -01	Rs.4,900/- ----16,200/-	Rs. 1,700/-
3.	Laboratory Attendant (Computer Science) (Gr-D)	01 (One)	OBC-A-01	Rs.4,900/- ----16,200/-	Rs. 1,700/-
4.	Library Peon (Gr-D)	01 (One)	Un Reserved	Rs.4,900/- ----16,200/-	Rs. 1,700/-
5.	. Guard (Gr-D)	01 (One)	Un Reserved	Rs.4,900/- ----16,200/-	Rs. 1,700/-
6.	Laboratory Attendant(Geography) (Gr-D)	02 (Two)	SC -01 Un Reserved - 01	Rs.4,900/- ----16,200/-	Rs. 1,700/-
7	Karmabandhu (Part time basis)	01 (One)	Un Reserved - 01	Monthly Remuneration of Rs 2000.00 to be paid out of contingency	

B) Eligibility criteria of the applicants: Any citizen of India may apply.

Academic Qualification: Minimum Qualification: **Class VIII Pass** from any school recognized or affiliated to any Board/Council or equivalent. Work experience and Knowledge in computer operation in MS Office is desirable.

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C) Age Limit :

Minimum 18 years as on 01.01.2018. Maximum 40 years as on 01.01.2018 for General candidate (UR); Relaxation: Upper Age limit is relaxable by 5 years for SC/ST/PWD/Ex-Serviceman and 3 years for OBC (both A & B Category).

D) Interested candidates have to appear 'Walk-in-Interview' to be held at the 'Cooch Behar College' Cooch Behar, Pin:- 736101, West Bengal as per the following schedule.

Sl No.	Name of Post	Category of post	Date of Walk-in-Interview	Time of Reporting	Room no of Reporting
1.	Laboratory Attendant (Chemistry) (Gr-D)	Un Reserved (Exempted Category) -01 ST-01	30/11/18	10.30 a.m. to 11-30 am	112
2.	Laboratory Attendant (Physics) (Gr-D)	Un Reserved (Ex-Service man) -01	30/11/18	10.30 a.m. to 11-30 am	112
3.	Laboratory Attendant (Computer Science) (Gr-D)	OBC-A-01	30/11/18	10.30 a.m. to 11-30 am	112
4.	Library Peon (Gr-D)	Un Reserved	05/12/18	10.30 a.m. to 11-30 am	112
5.	. Guard (Gr-D)	Un Reserved	06/12/18	10.30 a.m. to 11-30 am	112
6.	Laboratory Attendant(Geography) (Gr-D)	Un Reserved	07/12/18	10.30 a.m. to 11-30 am	112
7.	Laboratory Attendant(Geography) (Gr-D)	SC	08/12/18	10.30 a.m. to 11-30 am	112
7	Karmabandhu (Part time basis)	Un Reserved	08/12/2018	10.30 a.m. to 11-30 am	112

Candidates who will report within **10.30 a.m. to 11-30 am as per the** above mentioned schedule will only be considered. In exceptional cases, if scheduled Walk-in-Interview could not be completed on the same day, the remaining candidates have to appear on other day which will be communicated on that day itself. No applicant will be allowed to report after **11-30 am**.

'Details of the candidate on a prescribed Format' are available at our website:

www.coochbeharcollege.org.in. Candidates are advised to follow the guidelines strictly given in the website. They are also advised to follow the website regularly for any update.

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E) Candidates have to appear in the walk-in-interview with the following documents.

1. Duly filled in details in prescribed format (two sets)[Application in the prescribed format to be submitted in candidate's own hand writing.]
2. Self attested copies of all testimonials.
3. All original copies of all testimonials for physical verification.

F.) Method of Recruitment: Recruitment shall be made on the basis of selection (direct recruitment) as per G.O.No.940-Edn (CS) /4E-25/2010(Part) Dated 25.08.2017.

- I. Interview for 30 marks.
- II. Candidate engaged on contractual or temporary mode in the concerned college for a period more than two years shall get additional five marks for work experience in interview as compared to others candidates provided that the candidate is within the prescribed age limit.
- III. Candidates having knowledge in computer operation in MS Office will also get additional five marks as compared to others candidates provided that the candidate is within the prescribed age limit.

G)General instructions to the candidates:

- 1) No application except in prescribed Application Form will be considered.
- 2) Incomplete application will not be entertained.
- 3) No TA/DA shall be paid to the candidates for attending the interview.
- 4) The college shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of his/her service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her service shall be terminated.
- 5) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the college reserves the right to modify/withdraw/cancel any communication made to the candidates.
- 6) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Selection Committee shall be final.
- 7) In case of any disputes, any suites or legal proceedings against the college, the jurisdiction shall be restricted to the Calcutta High Court.
- 8) For being considered as belonging to SC / ST / OBC-A / OBC-B / PWD/ Ex- Serviceman categories, only certificates issued by the competent authorities will be treated as valid documents.
- 9) Attestation of all annexed testimonials or documents should be done by the candidate himself/ herself only, signing his/her full name on the enclosed documents. Do not sign in capital/block letters.
- 10) No Telephonic queries will be entertained in this regard.
- 11) No canvassing in any form will be entertained in this regard.
- 12) In case of any exigencies, the schedule of Walk-in-Interview may be changed.

(Dr. Pankaj Kr. Debnath)
Principal, Cooch Behar College

Application Format
(to be submitted in own hand writing)
APPLICATION FORM FOR THE POST OF GROUP-D

To
The Principal,
Cooch Behar College
P.O, Cooch Behar DIST. Cooch Behar
PIN-736101 (West Bengal).

Affix recent pass port
size coloured
photograph signed by
the candidate. (DO
NOT USE STAPLER OR
.....)

Sir,
I hereby apply for the post of & Category of
Post..... in response to your Advertisement Ref. No.
...dated.....

Yours faithfully,

Date:.....

Place:.....

.....
(Signature of the Applicant)

BIO-DATA

1	Name of the Applicant (In Block Letter)	
2	Father's Name	
3	Gender (M/F/Other)	
4	Nationality	
5	Category (SC/ST/OBC-A/OBC- B/ GEN/EC/Ex-Serviceman)	
6	Name and Category of the Post	
7	Communication Address with Contact Number (In Block Letter)	
8	Permanent Address (In Block Letter)	
9	Date of Birth(DD/MM/YYYY)	
10	Age on 01.01.2018	
11	Academic Qualification	
12	Knowledge in Computer Operation (if any)	
13	Work Experience (if any)	

I hereby declare that the particulars
furnished by me in this application form are true to the best of my knowledge and belief. In case any information is found
to be incorrect, my candidature shall liable to be rejected.

Date:.....

Place

.....
(Signature of the Applicant)

List of Enclosures:

For office use only
Receipt

Received the Application Form _____

from.....

for the post of

..... vide Sl. No.

Authorised Signatory
Cooch Behar College