

Advertisement No. 01/2018 dated 09.10.2018

WALK-IN-INTERVIEW FOR NON-TEACHING

POSTS (Gr.-D)

A) Post, Type, Vacancy & Reservation :

<u>Sl.No.</u>	<u>Name of the post</u>	<u>No. of the posts</u>	<u>Category No</u>	<u>Pay Band</u>	<u>Grade pay</u>
1.	Peon(Gr-D)	01 (One)	UR	Rs.4,900/- ----16,200/-	Rs. 1,700/-
2.	Peon(Gr-D)	01 (One)	ST	Rs.4,900/- ----16,200/-	Rs. 1,700/-
3.	Guard(Gr-D)	01 (One)	UR	Rs.4,900/- ----16,200/-	Rs. 1,700/-
4.	Guard(Gr-D)	01 (One)	SC	Rs.4,900/- ----16,200/-	Rs. 1,700/-

B) Eligibility criteria of the applicants: Any Male/Female Citizen of India may apply for Group – D.

Peon & Guard (Gr-D)

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

C) Age Limit :

Minimum 18 years as on 01.10.2018. Maximum 40 years as on 01.10.2018 for General candidate (UR); Relaxation: Upper Age limit is relaxable by 5 years for SC/ST/PWD and 3 years for OBC (both A & B Category).

Interested candidates are advised to appear '**Walk-in-Interview**' to be held at the '**Mathabhanga College' Mathagbhanga, cooch Behar, Pin:- 736146, West Bengal** on **11/11/2018** at **11-00 a.m.**. Candidates who will report within **11.00 a.m. to 12-00 Noon** on **11/11/2018** will only be considered. No applicant will be allowed to report **12-00 Noon 11/11/2018**. '**Details**' and '**Application Format**' are available at our website: www.mtbcollege.ac.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.

Application Format

APPLICATION FORM FOR Peon(Gr-D) Sl. No-01/ Peon(Gr-D) Sl. No-02./ Guard (Gr-D) Sl. No-03/ Guard (Gr-D) Sl. No-04.

To
The Principal/TIC,
Mathabhanga College
P.O, Mathabhanga DIST. Cooch Behar
PIN-736146 (West Bengal).

Affix recent passport
size coloured
photograph signed
by the candidate

**(DO NOT USE
STAPLER OR PIN)**

Sir,

I hereby apply for the post of in
response to your advertisement No., dated.....

The requisite particulars are given below in the prescribed Proforma (Two sets)
complete in all respects, are being submitted.

Yours faithfully,

Date :

.....
(Signature of the Applicant)

BIO-DATA

1. Name in full (in Block Letters) :

2. Address for communication (in block letters) with pin code :

.....
.....

e-mail ID : Phone No.

3. Permanent address :
.....

4. Date of birth :
(as per Birth / School / Madhyamik / Equivalent Certificate) :

5. Name of Father & Mother :
.....

6. Nationality :

7. Whether belongs to SC /ST / OBC-A / OBC-B :
(Please mention the name of the Caste/Tribe) :

8. Whether Differently Abled : YES / NO
If Yes, please furnish relevant documents

9. Marital status : (a) Single / Married
(b) Name of Spouse:

10. Educational Qualification.....

11. Professional experience:
.....

12. Details of employment in chronological order (Gaps, if any, should be explained) :
.....
.....

13. Information regarding computer Proficiency and experience:
.....

14. Additional information, if any :
.....

I certify that the above statements are true to the best of my knowledge and belief. I accept that in case any of the information is found to be incorrect or in case there is any suppression of fact, the application is liable to be rejected.

Date :

Place :
(Signature of the Applicant)

N.B.:

Enclose the following:

- a. 1 (One) Set of self-attested copy of

.....
.....

- b. 2 (Two) Sets of filled-up applications in prescribed format.

**For office use only
Receipt**

Receive the Application Form from for the post
of vide Sl. No.

He / She will be called for interview today (i.e. on **11/11/2018**) or tomorrow
(i.e.....) depends upon the progress of the interview process.

Authorised Signatory
Mathabhanga College

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 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 only, signing his full name on the enclosed documents. Do not sign in capital/block letters.

“No Telephonic queries will be entertained in this regard”

R.M.Roy

Teacher-in-Charge

Mathabhanga College