SOUTH MALDA COLLEGE

(ESTD. - 1995)
P.O. - Pubarun, Dist.—Malda, PIN—732215
(West Bengal)

Memo No: 16/SMC/2022   **Date: 31-01-2022**

INTERVIEW NOTICE

Applications are invited from the eligible candidates for engagement as Non –teaching Staff in the College on full –time Basis. The details of the Posts are given below. Interested candidates having minimum qualification and other eligibility criteria may attend the walk in interview (for Group-D) and reporting to be done latest by one hour before to interview (Viva-Voce) as per below mentioned details along with their detail Bio-Data and all the certificates and Marks Original and Two sets of self attested photo copies of the same in support of qualifications and experiences etc.

For the Post of Library Clerk, Application are invited in plain paper mentioning their details with in 15 days from the date of Advertisement.

- The Details of the Posts are as below:

Sl.No	Posts	No of Post	Group	Category	Pay Band	Grade Pay
1	Library Clerk	1	C	Gen.	Rs. 5400-25200 -	Rs. 2600 -
2	Peon	1	D	Gen.	Rs. 4900-16200 -	Rs.1700 -

1. In case of Group- D the walk in Interview (Viva-Voce) will be comprised of 30 marks.
2. Group –D candidates having working experience in the college for 2 years or more would get 5 marks extra.
3. Candidates having computer knowledge (M S Office) would get 5 marks extra for Group-D Post.
4. Written Examination for 150 Marks (MCQ, objective & Descriptive) comprising of Mathematics, English and mental aptitude in case of Group-C Post would be maintain.
5. Interview of 20 marks and computer application Test of 50 Marks would be followed in case of Group-C post.
6. Candidate engaged on contractual or temporary mode in the college for a period more than two years shall get additional 5 marks in case of Group- C post.
7. Walk in Interview for appointment of the Post of Group-D will be notified later.
8. Written Test Examination for selection to the Post of Library Clerk will be notified later.
9. Short listed candidates would be called for computer test and viva – voce in the ratio 1:20, will be notified later.
10. Minimum qualification for Selection to the Group-D Post will be Class- VIII Pass and in case of Library Clerk will be Madhyamik or Equivalent pass having computer knowledge.
11. Admit card & other information's will be given to our college website-southmaldacollege.in later..
12. Age limit as per Govt. Rule of West Bengal.

Sd/-

Teacher-in-charge
SOUTH MALDA COLLEGE
P.O. Pubarun, Dist. Malda

General Instruction:

1. Application is sought on plain paper in typed format.
2. Defective/Incomplete application will be summarily rejected.
3. Date of receiving application: From 01-02-2022 to 15-02-2022.
4. Candidates applying for more than one post should apply separately for each post. Each candidate should not submit more than one application from the same post.
5. Mere eligibility will not vest any right on any right on any candidate for being called for interview. The decision of the Selection Committee formed as per Government Rules for the recruitment of non-teaching staff will be final in all matters. No correspondence will be entertained from the candidates in connection with the process of selection/interview. Canvassing in any manner would entail disqualification of the candidature.
6. Selection will be done strictly as per G.O. No. 940Edn(CS)/4E-25/2010(Part) dated 25.08.2017 and G.O. No. 170Edn(CS)/4E-25/2010(Part) dated 15.02.2018.
7. Incomplete applications without attested/self attested copies of certificates or received after the last date are liable to be rejected. The college reserves the right to conduct written/screening test.
8. Shortlisted Candidates will be communicated for interview in time. Enlisted candidates names will be published in college website 7 days before the date of interview.
9. All Certificates/Testimonials regarding Age proof, Reservations, Qualifications, Experiences and any other relevant document should be brought in original in interview for verifications with self attested photocopies of all with two(2) self-attested passport sized photographs.
10. Appearance to the written examination and/or interview for Group-C, and interview for Group-D candidates will be purely provisional subject to verification of eligibility at a later stage.
11. No TA/DA will be paid to the candidates for their journey to attend written examination and interview.
12. No admit card will be issued through the postal department before written examination candidates have to download the e-admit card from website.
13. In case of any difficulties in downloading the admit card the applicants are advised to communicate southmaldacollege1995@gmail.com.

Note: Date of written test and interviews will be announced later in the website. Please see the website.

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